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**1980-1981 CATALOG**

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JUNE						
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1981

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APRIL						
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# COLLEGE CALENDAR

## 1980—1981

### SUMMER SESSION 1980

June 2	Day & Evening Registration
June 3	Classes Begin
June 9	Last Day for Class changes & Late Registration
June 20	Withdrawal After This Date No Refund of Fees
July 4	4th of July Holiday
July 11	Last Day to Drop with "W"
July 25	Session Ends

### FALL SEMESTER 1980-1981

August 22	Faculty Study Conference
August 25	Day & Evening Registration
August 26	Day Registration
August 27	Classes Begin
September 1	Dismissal for Labor Day
September 3	Last Day for Class Changes & Late Registration
September 30	Withdrawal After This Date No Refund of Fees
October 17	Mid-Semester (D&F Grades are Due)
November 13	Last Day to Drop with "W"
November 27-28	Dismissal for Thanksgiving
December 1	Classes Resume
December 12	Last Day of Classes
December 15-18	Final Examinations
December 18	End of First Semester

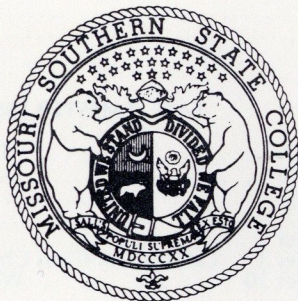
### SECOND SEMESTER 1980-1981

January 12	Faculty Conference
January 13	Day & Evening Registration
January 14	Day Registration
January 15	Classes Begin
January 21	Last Day for Class Changes & Late Registration
February 18	Withdrawal After This Date No Refund of Fees
March 6	Midsemester (D&F Grades are Due)
April 1	Last Day to Drop with "W"
April 13-20	Spring Break
April 21	Classes Resume
May 7	Last Day of Classes
May 8-13	Final Examinations
May 13	End of Second Semester
May 15	Commencement (7:00 p.m.)



# Missouri Southern State College

JOPLIN, MISSOURI



OFFERING BACCALAUREATE

AND ASSOCIATE DEGREES

## CATALOG OF General Information and Announcement of Courses 1980—1981



## FOREWORD

This catalog presents general information, requirements for admission and graduation, and course offerings for the academic year of 1980-1981, beginning June 1, 1980. The register of administrative officers and instructors is for the 1979-1980 year. The College reserves the right to amend regulations and change fees when necessary.

## EQUALITY OF OPPORTUNITY

Missouri Southern State College does not discriminate on the basis of sex, race, creed, color, national origin, or the handicapped in the education programs or activities which it operates. The College strives to build a community in which opportunity is equalized and to use its facilities and resources to develop the skills of the members of all groups so they may play responsible and productive roles in society. This policy is relevant to all of the College's services and facilities which are available to every student enrolled.

The College adheres to the requirements of the Civil Rights Act of 1964, Equal Opportunity Act of 1972, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Governor's Executive Order of 1973. In October 1973 the Board of Regents established an Affirmative Action Committee and in the Fall semester of 1975 a Title IX Officer was designated to assure the enforcement of equal opportunity policies and affirmative action and to avoid or eliminate discriminatory practices.

## DIRECTORY INFORMATION

The following paragraph is taken from a letter written by the Executive Department, United States Government, April 15, 1975 to institutions of higher education:

"1. EDUCATION RECORDS: Public Law 93-568 amends Public Law 93-380 (General Education Provisions Act) and permits schools to maintain directory information concerning students. Only after the school has given public notice that directory information will be released on students are schools permitted to do so. This information would consist of such data as the student's name, address, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information may be released by the school without an educational release statement, unless . . . the student has informed the school that such information may not be released. . . without his . . . prior consent. . ."

Missouri Southern State College will include the following as "Directory" information:

- Student's Name
- Address
- Telephone Number
- Date & Place of Birth
- Next of Kin or Spouse (Emergency Only)
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended



# CORRESPONDENCE DIRECTORY

MISSOURI SOUTHERN STATE COLLEGE

JOPLIN, MISSOURI 64801

Telephone: Area 417 624-8100

Admission of students	Director of Admissions
Alumni affairs	Director of Alumni Affairs
Athletic activities	Director of Athletics
Business affairs and purchases	Vice President for Business Affairs
Catalog and bulletins	Director of Admissions
Credit evaluation and transcripts	Registrar
Employment, on campus	
(Student part-time)	Office of Financial Aids
Evening session	Coordinator of Evening Session
Faculty appointments	Vice President for Academic Affairs
Financial aids	Office of Financial Aids
Gifts and annuities	President
Housing	Director of Housing
Loans	Office of Financial Aids
Orientation	Director of Academic Services
Placement services	Director of Placement Services
Public Information	Director of Public Information
Student organizations	Assistant Dean of Students
Summer session	Coordinator of Summer Session
Testing	Director of Academic Services
Veterans affairs	Office of Financial Aids

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# **MISSOURI SOUTHERN STATE COLLEGE**

**1980—1981**

## **BOARD OF REGENTS**

Fred G. Hughes - 1980

William J. Schwab, Jr. - 1981

Ray W. Grace - 1982

Glenn D. Wilson - 1983

Jerry E. Wells - 1984

Loren Olson - 1985

\*Elvin Ummel - Secretary

## **BOARD OF TRUSTEES**

Fred G. Hughes

Arthur Kungle, Sr.

Carolyn D. McKee

Donald R. Patterson

Elvin Ummel

Jerry E. Wells

\*Appointed by Board of Regents



## ADMINISTRATIVE STAFF

Donald C. Darnton ..... President of the College  
 (Open) ..... Assistant to the President  
 Floyd E. Belk ..... Vice President for Academic Affairs  
 Harold Cooper ..... Associate Vice President  
 Paul R. Shipman ..... Vice President for Business Affairs  
 Glenn D. Dolence ..... Dean of Students

(Open) ..... Dean, School of Arts and Sciences  
 Julio S. Leon ..... Dean, School of Business Administration  
 Michael L. Land ..... Dean, School of Education and Psychology  
 James K. Maupin ..... Dean, School of Technology

William L. Ferron ..... Head, Department of Biology  
 (Open) ..... Head, Department of Communications  
 (Open) ..... Head, Department of Education  
 (Open) ..... Head, Department of English  
 F. Joe Sims ..... Head, Department of Fine Arts  
 J. Larry Martin ..... Head, Department of Mathematics  
 Vernon D. Baiaomonte ..... Head, Department of Physical Sciences  
 Robert E. Smith ..... Head, Department of Social Sciences  
 Max D. Oldham ..... Head, Department of Physical Education  
 Allan L. Combs ..... Head, Department of Psychology

Elmer E. Rodgers ..... Head Librarian  
 Ross C. Snyder ..... Director of Instructional Media  
 Charles E. Nodler ..... Archivist  
 Barbara A. Beard ..... Circulation Librarian  
 Mary Lou Dove ..... Periodical Librarian  
 Elizabeth J. Mueller ..... Processing Librarian  
 Arlene E. Moore ..... Reference Librarian

Julie S. Hughes ..... Director of Alumni Affairs  
 David C. Bingman ..... Director of Continuing Education, Conferences and Workshops  
 Gwen E. Hunt ..... Director of Public Information  
 George H. Volmert ..... Registrar  
 (W. Sue Billingsly ..... Director of Missouri Southern Foundation)

Douglas M. Carnahan ..... Assistant Dean of Students  
 Irma J. Hartley ..... College Nurse  
 Larry K. Karst ..... Counselor  
 Dudley F. Stegge ..... Director of Billingsly Student Center  
 James L. Frazier ..... Director of Men's Athletics  
 Lorine V. Miner ..... Director of Placement  
 Sallie L. Beard ..... Director of Women's Athletics  
 Lloyd L. Dryer ..... School Psychologist

Eugene C. Mouser ..... Director of Academic Services  
 Myrna L. Dolence ..... Director of Academic Development  
 Richard D. Humphrey ..... Director of Admissions  
 Bobby L. Martin ..... Admissions Counselor  
 James E. Gilbert ..... Director of Student Financial Aids



Kreta C. Gladden .....	Financial Aids Counselor
Charles D. Moss .....	Bookstore Manager
Sidney S. Shouse .....	Controller
A. Dale Mooney .....	Director of Office Services
Adrian Meacham .....	Director of Safety & Security
John F. Johnson .....	Personnel Records
Harry Castor .....	Purchasing Agent
Howard Dugan .....	Superintendent of Buildings & Grounds



# FACULTY

(The date indicates the first year of service at this college.)

**Donald C. Darnton (Professor)** **President of the College** 1979  
 A.B., The College of William and Mary  
 M.A., The University of Michigan  
 Ph.D., The University of Michigan

**Floyd E. Belk (Professor)** **Vice President for Academic Affairs** 1966  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Ed.D., Oklahoma State University

**Paul R. Shipman (Professor)** **Vice President for Business Affairs** 1965  
 B.S.E., Southwest Missouri State College  
 M.S., Kansas State College of Pittsburg  
 Ed.D., University of Arkansas

**Roger E. Adams (Assistant Professor)** **Automotive Technology** 1967  
 B.S.I.T., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Ed.S., Kansas State College of Pittsburg  
 Ed.D., Candidate, Oklahoma State University

**Lawrence R. Albright, II (Associate Professor)** **Chemistry** 1969  
 B.S., Northwest Missouri State College  
 M.S., University of Nebraska  
 Ph.D., University of Nebraska

**Brian C. Babbitt (Assistant Professor)** **Psychology** 1977  
 A.B., Western Washington State College  
 M.A., University of New Mexico  
 Ph.D., University of New Mexico

**Vernon D. Baiamonte (Professor)** **Chemistry** 1967  
**Head, Physical Science Dept.**  
 A.B., Colorado State College  
 M.A., Colorado State College  
 Ph.D., Indiana University

**Michael E. Banks (Associate Professor)** **Education** 1975  
 B.S., Oklahoma State University  
 M.S., New Mexico Highlands University  
 Ph.D., University of Kansas

**Barbara A. Beard (Instructor)** **Circulation Librarian** 1977  
 A.B., Kansas State College of Pittsburg  
 M.A., University of Missouri

**Sallie L. Beard (Assistant Professor)** **Physical Education** 1976  
**Director of Women's Athletics**  
 B.S., Missouri Southern State College  
 M.S., Kansas State College of Pittsburg



## FACULTY

**David C. Bingman (Associate Professor)**

B.S., Kansas State College of Pittsburg  
M.S., Kansas State College of Pittsburg  
Ed.D., University of Arkansas

**Director of  
Continuing Education, 1963  
Conferences and  
Workshops**

**E. Enid Blevins (Assistant Professor)**

B.S., Southwest Missouri State College  
M.S., Kansas State College of Pittsburg  
Graduate Study, Pittsburg State University

**English 1966**

**Harold W. Bodon (Assistant Professor)**

A.B., University of Utah  
M.S., California State College Hayward  
Ph.D., Brigham Young University

**Foreign Languages 1971  
Soccer Coach**

**Rochelle L. Boehning (Associate Professor)**

B.S., Kansas State College of Pittsburg  
M.S., Kansas State College of Pittsburg  
Graduate Study, Illinois Institute of Technology,  
University of Arkansas, University of Wisconsin

**Mathematics 1967**

**G. Joyce Bowman (Assistant Professor)**

B.S., Southwest Missouri State College  
M.A., University of Arkansas  
Graduate Study, University of Kansas

**Theatre 1967**

**Milton W. Brietzke (Associate Professor)**

A.B., San Jose State College  
M.A., Western Reserve University  
Doctoral Study, University of Denver

**Director of Theatre 1956**

**Willis D. Calicott (Instructor)**

B.B.A., Syracuse University  
M.B.A., Syracuse University

**Computer Science 1976**

**Douglas M. Carnahan (Instructor)**

A.B., Bowling Green State University  
M.Ed., University of Georgia

**Assistant Dean of Students 1978**

**Carmen M. Carney (Associate Professor)**

B.S., Catholic University of Puerto Rico  
M.A., University of Iowa  
Ph.D., University of Iowa

**Foreign Languages 1974**

**Albert J. Carnine (Assistant Professor)**

B.M.E., Illinois Wesleyan University  
M.M., Southern Methodist University  
M.M.E., Southern Methodist University  
D.M.A., University of Texas

**Music 1977**



## FACULTY

- Cecilia C. Chamberlin (Instructor)**      **Physical Education 1978**  
 A.B., University of Missouri at Kansas City  
 M.A., Drury College  
**Women's Volleyball Coach**
- Val A. Christensen (Assistant Professor)**      **Art 1979**  
 B.F.A., University of Nebraska, Lincoln      **Director of Spiva Art Center**  
 M.F.A., Wichita State University
- Samuel L. Claussen (Instructor)**      **Theatre 1977**  
 A.B., Missouri Southern State College  
 B.S., Missouri Southern State College  
 M.F.A., University of Virginia
- Nathanial S. Cole (Associate Professor)**      **Art 1970**  
 B.F.A., Kansas City Art Institute  
 M.F.A., Kansas City Art Institute
- Allan L. Combs (Assistant Professor)**      **Psychology 1975**  
 B.S., Ohio State University      **Head, Psychology Dept.**  
 M.S., University of Georgia  
 Ph.D., University of Georgia
- Edith M. Compton (Assistant Professor)**      **Business Administration 1967**  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Ed.S., Pittsburg State University
- Judith L. Conboy (Associate Professor)**      **Sociology 1969**  
 A.B., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Ed.S., Kansas State College of Pittsburg  
 Ph.D., Kansas State University
- Sherre R. Conway (Instructor)**      **Dental Hygiene 1978**  
 B.S., University of Missouri at Kansas City
- Harold Cooper (Professor)**      **History 1968**  
 A.B., Berea College      **Associate Vice President**  
 M.A., University of Nebraska      **For Academic Affairs**  
 Ph.D., University of Nebraska
- Mary Lynn Cornwell (Assistant Professor)**      **Speech 1975**  
 A.B., University of Tulsa  
 M.A., University of Arkansas
- Jimmy C. Couch (Assistant Professor)**      **English 1970**  
 A.B., Texas Technological College  
 M.A., Texas Technological College  
 Ph.D., University of South Carolina



## FACULTY

- John M. Cragin (Assistant Professor)**      **Physics and Data Processing**    1967  
 B.S., United States Military Academy, West Point  
 B.S., Missouri Southern State College  
 M.S., Purdue University  
 Ed.D., University of Arkansas
- E. Carolyn Cunningham (Instructor)**      **Business Administration**    1978  
 B.S., Missouri Southern State College  
 M.S., Pittsburg State University
- Elliott A. Denniston (Assistant Professor)**      **English**    1974  
 A.B., Princeton University  
 M.A., University of Michigan  
 Ph.D., University of Michigan
- M/SGT Gabriel DiGesualdo (Instructor)**      **Military Science**    1979
- Lucille E. Dinges (Assistant Professor)**      **English**    1969  
 A.B., Fort Hays Kansas State College  
 M.A., Louisiana State University  
 Ph.D., Candidate, Louisiana State University
- Darral A. Dishman (Assistant Professor)**      **Director of Art Department**    1966  
 B.F.A., Kansas City Art Institute  
 M.S., Kansas State College of Pittsburg
- Glenn D. Dolence (Professor)**      **Dean of Students**    1969  
 B.S., Missouri Valley College  
 M.S., Kansas State College of Pittsburg  
 Ed.D., University of Arkansas
- Myrna L. Dolence (Assistant Professor)**      **Director of**    1973  
    **Academic Development**  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg
- Mary L. Dove (Assistant Professor)**      **Periodical Librarian**    1969  
 B.S., University of Missouri  
 M.A., University of Missouri  
 M.S., Kansas State College of Pittsburg
- Leland D. Easterday (Associate Professor)**      **Education**    1967  
 B.S., Northeast Missouri State College  
 M.A. Southern Illinois University  
 Ed.D., University of Arkansas
- Doris T. Elgin (Associate Professor)**      **Nursing**    1968  
 B.S. in Nursing, University of Tennessee  
 M.A., Memphis State University  
 M.S.N., Texas Woman's University



## FACULTY

**Gerald E. Elick (Associate Professor)**

A.B., University of Missouri  
M.S., University of Arkansas  
Ph.D., University of Arkansas

**Biology and Geology 1969**

**Mary A. Elick (Instructor)**

B.S.E., Southwest Missouri State University  
M.S., University of Arkansas

**Mathematics 1974**

**William C. Elliott (Assistant Professor)**

B.M.E., Kansas State College of Pittsburg  
M.M., Kansas State College of Pittsburg  
Ed.D., Candidate, University of Northern Colorado

**Music 1968**

**Ronald R. Ellis (Instructor)**

B.S., Kansas State College of Pittsburg  
M.S., Kansas State College of Pittsburg

**Physical Education 1974**  
**Assistant Basketball Coach**

**William L. Ferron (Associate Professor)**

B.S., Creighton University  
M.A., Southern Methodist University  
Ph.D., Kansas State University

**Biology 1971**  
**Head, Biology Dept.**

**Carl A. Finke (Associate Professor)**

B.S.B.A., University of Arkansas  
J.D., University of Oklahoma  
CPA

**Business Administration 1970**

**Richard H. Finton (Assistant Professor)**

A.B., Northwestern State University  
M.E., Northwestern State University  
Graduate Study, University of Nebraska, Omaha

**Speech 1977**  
**Debate Coach**

**Jon H. Fowler (Assistant Professor)**

B.S., Southwest Missouri State College  
M.F.A., University of Arkansas

**Art 1968**

**James L. Frazier (Assistant Professor)**

A.B., University of Wichita  
M.A., Wichita State University

**Physical Education 1971**  
**Director of Men's Athletics**  
**and Head Football Coach**

**June M. Freund (Instructor)**

B.S.B.A., Missouri Southern State College  
B.S.P.A., University of Arkansas  
M.B.A., Pittsburg State University

**Business Administration 1978**

**Helen R. Gardner (Associate Professor)**

A.B., Bradley University  
M.A., Bradley University  
Ed.D., Indiana University

**English 1968**



## FACULTY

- |   |  |
|---|--|
| <p><b>Robert M. Garner (Assistant Professor)</b><br/>         B.S., Oklahoma State University<br/>         M.B.A., Ball State University<br/>         C.P.A.<br/>         Ph.D. Candidate, University of Arkansas</p> | <p><b>Business Administration 1980</b></p>                                 |
| <p><b>MAJ. Warren D. Garlock (Assistant Professor)</b><br/>         B.S., Siena College</p>   | <p><b>Military Science 1977</b></p>  |
| <p><b>E. Sam Gibson (Associate Professor)</b><br/>         B.S., Kansas State College of Pittsburg<br/>         M.S., Kansas State College of Pittsburg<br/>         Ph.D., Kansas State University</p>               | <p><b>Biology 1967</b></p>   |
| <p><b>Rodney R. Giesselmann (Instructor)</b><br/>         B.S.E., Concordia Teachers College<br/>         M.S., Fort Hays State University</p>  | <p><b>Physical Education 1979</b><br/> <b>Assistant Football Coach</b></p> |
| <p><b>James E. Gilbert (Instructor)</b><br/>         A.B., University of Missouri<br/>         M.A., Southwest Missouri State University</p>  | <p><b>Director of Financial Aids 1974</b></p>                              |
| <p><b>Kreta C. Gladden (Instructor)</b><br/>         B.S., Missouri Southern State College<br/>         M.B.A., Pittsburg State University</p>  | <p><b>Financial Aids Counselor 1974</b></p>                                |
| <p><b>Larry W. Goode (Assistant Professor)</b><br/>         B.S., Kansas State College of Pittsburg<br/>         M.S., Kansas State College of Pittsburg</p>  | <p><b>Business Administration 1968</b></p>                                 |
| <p><b>George C. Greenlee (Assistant Professor)</b><br/>         A.B., Northeast Louisiana State College<br/>         M.A., Northeast Louisiana State College</p>  | <p><b>English 1970</b></p>   |
| <p><b>Mary A. Gremling (Instructor)</b><br/>         B.S., University of Missouri at Kansas City<br/>         B.S.E., Missouri Southern State College</p>   | <p><b>Director of Dental Programs 1974</b></p>                             |
| <p><b>COL Carlvn J. Griggs (Professor)</b><br/>         B.S., Citadel Military Academy<br/>         M.B.A., University of Kansas</p>  | <p><b>Military Science 1976</b></p>  |
| <p><b>Betsy Q. Griffin (Assistant Professor)</b><br/>         A.B., East Carolina University<br/>         M.A., University of South Carolina<br/>         Ph.D., University of South Carolina</p>                     | <p><b>Psychology 1978</b></p>  |
| <p><b>Kathleen G. Grim (Instructor)</b><br/>         B.S.E., Northeast Missouri State University<br/>         M.A., Northeast Missouri State University</p>   | <p><b>Business Administration 1975</b></p>                                 |



## FACULTY

- Conrad E. Gubera (Assistant Professor)** Sociology 1967  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Ph.D., Oklahoma State University
- James L. Harbin (Assistant Professor)** Business Administration 1977  
 B.S., Arkansas State University  
 M.B.A., Arkansas State University  
 Ph.D., Candidate, University of Arkansas
- Henry L. Harder (Associate Professor)** English 1970  
 A.B., Subiaco College  
 M.A., University of Arkansas  
 Ph.D., University of Maryland
- Wayne A. Harrell (Assistant Professor)** Music 1971  
 B.M.E., Wichita State University  
 M.M.E., Wichita State University  
 Ed.D., University of Northern Colorado
- Robert A. Harris (Assistant Professor)** Music 1971  
 B.M., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Pupil of Rosina Lhevinne
- Pete Havely (Assistant Professor)** Music 1979  
 B.M.E., Central Oklahoma State University  
 M.M.E., Central Oklahoma State University  
 Band Director
- Garry J. Hess (Instructor)** Art 1971  
 B.S., Fort Hays Kansas State College  
 M.A., Kansas State College of Pittsburg
- Robert O. Highland (Professor)** Director of Student Teaching 1968  
 B.M.E., University of Oklahoma  
 M.M.E., University of Oklahoma  
 Ed.D., University of Arkansas  
 Education
- T.L. Holman (Associate Professor)** History 1962  
 A.B., Southwestern College, Winfield, Kansas  
 M.A., Kansas State College of Pittsburg  
 Ed.D., Oklahoma State University
- James C. Holmes (Instructor)** Automotive Technology 1979  
 B.S., Pittsburg State University
- Richard D. Humphrey (Assistant Professor)** Director of Admissions 1968  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg



## FACULTY

- Duane L. Hunt (Assistant Professor)** Theatre 1964  
A.B., Southwest Missouri State College  
M.A., University of Arkansas
- Betty J. Ipock (Instructor)** Nursing 1978  
B.S.N., Drury College  
M.S.N., Oklahoma University  
Doctoral Study, University of Arkansas  
Director of Nursing
- James R. Jackson (Assistant Professor)** Biology 1976  
B.S., Colorado State University  
M.A., University of Northern Colorado  
Ph.D., Rutgers: The State University of New Jersey
- Marilyn J. Jacobs (Instructor)** Nursing 1967  
B.S., In Nursing, University of Nebraska
- Jasbir S. Jaswal (Assistant Professor)** Business Administration 1977  
A.B., University of Rajputana, India  
M.A., University of Rajputana, India  
M.A., University of Texas, El Paso  
Ph.D., University of Missouri
- Bernard A. Johnson (Assistant Professor)** Business Administration 1974  
B.S., Missouri Southern State College  
M.A., Central Missouri State College
- Jack D. Jolly (Assistant Professor)** Mathematics 1968  
B.S.E., University of Oklahoma  
M.A., University of Oklahoma  
Graduate Study, University of Texas, University of Wisconsin,  
University of Minnesota
- J. Merrell Junkins (Professor)** Psychology 1963  
B.S., Kansas State College of Pittsburg  
M.S., Kansas State College of Pittsburg  
Ed.D., Oklahoma State University
- Larry K. Karst (Assistant Professor)** Counselor 1968  
B.S., Kansas State College of Pittsburg  
M.S., Kansas State Teachers College of Emporia
- Nancy J. Karst (Instructor)** Dental Assisting 1975
- Harrison M. Kash (Assistant Professor)** Chemistry 1958  
A.B., Kansas State College of Pittsburg  
M.S., Kansas State University



## FACULTY

- Raymond E. Kellner (Assistant Professor)** Sociology 1979  
 A.B., St. Mary's College  
 M.S.W., Worden School of Social Service,  
 Our Lady of the Lake University  
 D.S.W., The Catholic University of America
- Retha L. Ketchum (Instructor)** Nursing 1970  
 B.S. in Nursing, Creighton University
- Joseph P. Lambert (Associate Professor)** English 1970  
 A.B., Mississippi College  
 M.A., Mississippi College  
 Ph.D., Auburn University
- Michael L. Land (Associate Professor)** Education 1979  
 A.B., Hardin-Simmons University  
 M.Ed., Stephen F. Austin State University  
 Ph.D., Texas A&M University  
 Dean, School of Education  
 and Psychology
- Douglas B. Landrith (Assistant Professor)** Physical Education 1959  
 B.S., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
 Golf Coach
- L. Keith Larimore (Professor)** Business Administration 1966  
 B.S.B.A., Kansas State College of Pittsburg  
 M.B.A., University of Oklahoma  
 Ph.D., University of Arkansas
- Charles E. Leitle (Professor)** Business Administration 1970  
 B.S.B.A., University of Arkansas  
 M.B.A., University of Arkansas  
 Ph.D., University of Arkansas
- Julio S. Leon (Professor)** Business and Economics 1969  
 A.B., Universidad Tecnica (Santiago, Chile)  
 M.B.A., North Texas State University  
 Ph.D., University of Arkansas  
 Dean, School of  
 Business Administration
- William R. Livingston (Assistant Professor)** Mathematics 1968  
 B.S., Kansas State College of Pittsburg  
 M.S., University of Illinois
- Robert W. Mammen (Instructor)** Computer Science 1978  
 B.S., University of Missouri at Rolla  
 B.S.E., University of Missouri at Columbia  
 M.S., University of Missouri at Columbia
- Terry D. Marion (Assistant Professor)** Business Administration 1976  
 B.S., Southwest Missouri State University  
 M.S., Kansas State College of Pittsburg  
 Ed.S., Pittsburg State University



## FACULTY

- Robert P. Markman (Associate Professor)** History 1967  
 B.S., Monmouth College  
 M.A., University of Oklahoma  
 Ph.D., University of Oklahoma
- Bobby L. Martin (Instructor)** Admissions Counselor 1973  
 A.B., Missouri Southern State College  
 M.S., Pittsburg State University
- J. Larry Martin (Professor)** Mathematics 1965  
 Head, Mathematics Dept.  
 B.S., University of Tulsa  
 M.S., University of Tulsa  
 Ed.D., University of Georgia
- Richard W. Massa (Associate Professor)** Journalism 1972  
 B.J., University of Missouri, Columbia  
 M.A., University of Missouri, Columbia  
 Graduate study, University of Arkansas
- James K. Maupin (Associate Professor)** Dean, School of Technology 1955  
 B.S., Central Missouri State College  
 M.S., Kansas State College of Pittsburg  
 Graduate study, University of Minnesota, Oklahoma State University,  
 University of Oklahoma, University of Oregon
- Robert J. Miller (Assistant Professor)** Business Administration 1968  
 B.S., Central Missouri State College  
 M.A., Central Missouri State College
- Ray G. Minkler (Assistant Professor)** Political Science 1976  
 A.B., Utah State University  
 M.A., University of Minnesota  
 Ph.D., Candidate, University of Minnesota
- Grace C. Mitchell (Assistant Professor)** English 1958  
 A.B., Greensboro College  
 M.A., Pennsylvania State University
- Arlene E. Moore (Assistant Professor)** Reference Librarian 1971  
 A.B., Southwest Missouri State College  
 M.A., Southwest Missouri State College  
 M.L.S., University of Oklahoma
- Henry G. Morgan (Associate Professor)** English 1971  
 A.B., University of Southern Mississippi  
 M.A., University of Southern Mississippi  
 Ph.D., University of Colorado
- Ronald J. Morgan (Instructor)** Drafting & Design 1978  
 B.S.I.T., Pittsburg State University  
 M.S., Pittsburg State University



## FACULTY

- Melvyn W. Mosher (Assistant Professor)** Chemistry 1974  
A.B., University of Washington  
M.S., University of Idaho  
Ph.D., University of Idaho
- Eugene C. Mouser (Associate Professor)** Director of Academic Services 1970  
B.M.E., Oklahoma State University  
M.S., Oklahoma State University  
Ed.D., Oklahoma State University
- Elizabeth J. Mueller (Instructor)** Processing Librarian 1966  
A.B., Missouri Valley College
- Gary R. Mulkey (Instructor)** Mathematics 1977  
B.S., Missouri Southern State College  
M.S., University of Arkansas  
Ph.D. Candidate, University of Arkansas
- Dennis R. Murphy (Assistant Professor)** History 1977  
A.B., Southwest Missouri State University  
M.A., Southwest Missouri State University  
Ph.D., Oklahoma State University
- Charles E. Nodler, Jr. (Instructor)** Archivist 1978  
A.B., Missouri Southern State College  
M.A., University of Texas at Arlington
- Patricia F. Noirfalise (Instructor)** Dental Assisting 1975
- Max D. Oldham (Assistant Professor)** Physical Education 1973  
B.S., Southwest Missouri State University  
M.S., Kansas State College of Pittsburg  
Ed.D., Oklahoma State University  
Head, Physical Education Dept.
- Orty E. Orr (Professor)** Biology 1966  
B.S., Kansas State College of Pittsburg  
M.S., Oklahoma State University  
Ph.D., Oklahoma State University
- William H. Paapanen (Assistant Professor)** Business Administration 1976  
A.B., University of Oklahoma  
M.Acct., University of Oklahoma  
CPA
- Roger Paige (Assistant Professor)** Psychology 1976  
A.B., University of Missouri  
M.A., University of Missouri  
Ph.D., University of Missouri



## FACULTY

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|---|-------------------------------|
| <b>Vernon L. Peterson (Assistant Professor)</b><br>A.B., University of Omaha<br>M.A., University of Iowa<br>Ph.D., Candidate, University of Iowa  | <b>Foreign Languages 1979</b> |
| <b>Russell A. Phillips (Professor)</b><br>B.S., Iowa State University<br>Ph.D., Iowa State University   | <b>Physics 1970</b>           |
| <b>Harry E. Preble (Professor)</b><br>A.B., University of Illinois<br>M.A., University of Illinois<br>Ph.D., University of Illinois   | <b>English 1968</b>           |
| <b>Vonnie R. Prentice (Associate Professor)</b><br>B.S.E., Northeastern Oklahoma State College<br>M.S., University of Arkansas<br>Ph.D., University of Arkansas   | <b>Biology 1974</b>           |
| <b>G. Erin Ray (Instructor)</b><br>A.B., University of Northern Colorado<br>M.S., Southwest Missouri State University   | <b>Education 1979</b>         |
| <b>Gail K. Renner (Assistant Professor)</b><br>B.S., Southwest Missouri State College<br>M.A., University of Missouri, Columbia<br>M.A., University of Missouri, Kansas City<br>Ph.D., University of Missouri, Columbia | <b>History 1965</b>           |
| <b>Wendell C. Richards (Instructor)</b><br>B.S., Central Missouri State University  | <b>Law Enforcement 1978</b>   |
| <b>Hilda E. Richardson (Instructor)</b><br>B.S., Kansas State College of Pittsburg<br>M.S., Kansas State Teachers College of Emporia  | <b>Education 1972</b>         |
| <b>Elmer E. Rodgers (Associate Professor)</b><br>A.B., Youngstown University<br>M.S.L.S., Western Reserve University  | <b>Head Librarian 1968</b>    |
| <b>SFC Michael T. Rogers (Instructor)</b>   | <b>Military Science 1976</b>  |
| <b>Mary G. Ross (Instructor)</b><br>B.S.N., Oklahoma Baptist University<br>M.S.N., Duke University  | <b>Nursing 1979</b>           |
| <b>CPT. John R. Rousselot (Instructor)</b><br>B.S.E., Southwest Missouri State University<br>M.S., Southwest Missouri State University  | <b>Military Science 1979</b>  |



## FACULTY

- John E. Salavantis (Instructor)**  
 A.B., Ottawa University  
 M.S., Kansas State University  
**Physical Education 1979**  
**Assistant Football Coach**
- James V. Sandrin (Professor)**  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Ph.D., Southern Illinois University  
**Education 1969**
- Delbert F. Schafer (Associate Professor)**  
 A.B., Southwestern State College  
 M.A., University of Oklahoma  
 Ph.D., University of Oklahoma  
**History 1968**
- Donald J. Schultz (Instructor)**  
 A.B., Columbia College  
**Machine Technology 1977**
- Donald L. Seneker (Assistant Professor)**  
 B.S., Central Missouri State College  
 M.S., Central Missouri State University  
**Director, Police Academy**  
**Law Enforcement 1971**  
**Criminal Justice**  
**Administration**
- Joseph J. Shields (Assistant Professor)**  
 B.S., St. Louis University  
 M.A., University of Missouri  
 Ph.D., Michigan State University  
**Mathematics 1979**
- Bobbie Z. Short (Assistant Professor)**  
 B.S., Southwest Missouri State College  
 M.S., Kansas State College of Pittsburg  
**English and Speech 1965**
- Dale W. Simpson (Instructor)**  
 A.B., Harding College  
 M.A., North Texas State University  
 Ph.D., Candidate, North Texas State University  
**English 1979**
- F. Joe Sims (Professor)**  
 B.M., Southwestern College, Winfield, Kansas  
 M.A., University of Northern Colorado  
 Ed.D., University of Oklahoma  
**Music 1971**  
**Head, Dept. of**  
**Fine Arts**
- Ann M. Slanina (Associate Professor)**  
 A.B., St. Francis College, Fort Wayne, Indiana  
 M.A., University of Dayton  
 Ph.D., University of New Mexico  
**English 1971**
- Marion E. Sloan (Assistant Professor)**  
 A.B., Kansas State College of Pittsburg  
 M.S., Kansas State College of Pittsburg  
**Physics 1967**



## FACULTY

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| <b>Robert E. Smith (Associate Professor)</b><br>B.S., Northwest Missouri State College<br>M.A., Oklahoma State University<br>Ph.D., Oklahoma State University                      | <b>History 1972</b><br><b>Head, Dept. of Social Sciences</b>                   |
| <b>Ross C. Snyder (Associate Professor)</b><br>B.S., Taylor University<br>M.A., Ball State University  | <b>Education 1968</b><br><b>Director of Educational Media</b>                  |
| <b>James R. Spradling (Instructor)</b><br>A.B., University of Missouri<br>M.S., Kansas State College of Pittsburg<br>J.D., University of Missouri                                  | <b>Paralegal Studies 1978</b>  |
| <b>Jack G. Spurlin (Assistant Professor)</b><br>B.S., Northeast Missouri State University<br>M.S., Central Missouri State University   | <b>Law Enforcement 1975</b><br><b>Criminal Justice Administration</b>          |
| <b>Sam J. Starkey (Associate Professor)</b><br>B.S., University of Arkansas<br>M.B., University of Arkansas<br>Ed.D., University of Arkansas                                       | <b>Education and Psychology 1966</b>   |
| <b>Annetta E. St. Clair (Assistant Professor)</b><br>A.B., Kansas State College of Pittsburg<br>M.A., Kansas State College of Pittsburg<br>M.S., Kansas State College of Pittsburg | <b>Political Science 1964</b>  |
| <b>Wayne E. Stebbins (Assistant Professor)</b><br>B.S., Kansas State Teachers College of Emporia<br>M.S., Kansas State Teachers College of Emporia                                 | <b>Biology 1969</b>  |
| <b>Bob F. Steere (Professor)</b><br>B.S., Southwestern State University<br>M.S., Northern Arizona University<br>Ed.D., Utah State University                                       | <b>Education 1969</b>  |
| <b>Dudley F. Stegge (Assistant Professor)</b><br>B.S., Kansas State College of Pittsburg<br>M.S., Kansas State College of Pittsburg  | <b>Physical Education 1952</b><br><b>Director of Billingsly Student Center</b> |
| <b>Arthur L. Strobel (Assistant Professor)</b><br>B.S., Southeast Missouri State College<br>M.S., University of Arkansas   | <b>Physics 1963</b>  |
| <b>Pudukkottai D. Subramanian (Associate Professor)</b><br>B.S., University of Delhi, India<br>M.A., Miami University of Ohio<br>Ph.D., University of Wisconsin                    | <b>Mathematics 1970</b>  |



## FACULTY

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|---|---|
| <b>Gerald E. Suchan (Assistant Professor)</b><br>B.S., University of Houston<br>M.S., University of Houston<br>Ph.D., University of Houston                   | <b>Mathematics 1978</b>   |
| <b>Don D. Tate (Instructor)</b><br>B.S.E., University of Arkansas<br>M.A., University of Houston<br>Ph.D. Candidate, Oklahoma State University                | <b>Sociology 1974</b>   |
| <b>Robert R. Terry (Instructor)</b><br>B.S., Northeast Missouri State University  | <b>Law Enforcement 1974</b><br><b>Criminal Justice Administration</b> |
| <b>Charles C. Thelen (Assistant Professor)</b><br>A.B., Occidental College<br>M.A., University of Northern Colorado<br>Ed.D., University of Northern Colorado | <b>Music 1973</b>   |
| <b>John W. Tiede (Associate Professor)</b><br>B.S., Southwest Missouri State University<br>M.B.A., University of Arkansas<br>J.D., University of Missouri     | <b>Business Administration 1968</b>                                   |
| <b>David L. Tillman (Assistant Professor)</b><br>B.S., Brigham Young University<br>M.S., Brigham Young University   | <b>Biology 1975</b>   |
| <b>Warren F. Turner (Instructor)</b><br>B.S.E., Kansas State College of Pittsburg<br>M.S., Kansas State College of Pittsburg                                  | <b>Physical Education 1976</b><br><b>Head Baseball Coach</b>          |
| <b>Edward Vento (Associate Professor)</b><br>A.B., Texas A&M University<br>Ph.D., Texas A&M University  | <b>Business Administration 1979</b>                                   |
| <b>George H. Volmert (Assistant Professor)</b><br>B.S., Northeast Missouri State College<br>M.A., Northeast Missouri State College                            | <b>Education 1966</b><br><b>Registrar</b>                             |
| <b>James T. Volskay (Associate Professor)</b><br>B.S.E., Southwest Missouri State College<br>M.E., University of Missouri<br>Ph.D., University of Missouri    | <b>Psychology 1969</b>  |
| <b>Pamela K. Walker (Instructor)</b><br>B.S., Missouri Southern State College   | <b>Physical Education 1978</b>  |
| <b>Doris A. Walters (Instructor)</b><br>B.S.E., Pittsburg State University<br>M.A., Pittsburg State University<br>Ph.D. Candidate, University of Arkansas     | <b>English 1979</b>   |



## FACULTY

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|---|---|
| <b>Philip R. Whittle (Professor)</b><br>B.S., University of Kentucky<br>Ph.D., Iowa State University  | <b>Chemistry 1970</b>   |
| <b>Robert C. Wiley (Professor)</b><br>B.S., Trinity University<br>M.Ed., Trinity University<br>Ed.D., Oklahoma State University   | <b>Education 1969</b>   |
| <b>Jimmie L. Williams (Instructor)</b><br>B.S., Missouri Southern State College<br>M.S., Central Missouri State University  | <b>Law Enforcement 1976</b><br><b>Criminal Justice</b><br><b>Administration</b> |
| <b>Tillman D. Williams (Assistant Professor)</b><br>B.S., Southwest Missouri State University<br>M.S., Indiana University<br>Ph.D., Candidate, Indiana University             | <b>Physical Education 1977</b><br><b>Head Basketball Coach</b>                  |
| <b>G. I. Willoughby (Instructor)</b><br>A.B., Wayne State College<br>M.A., University of Northern Colorado  | <b>Physical Education 1977</b><br><b>Women's Basketball Coach</b>               |
| <b>Edward W. Wuch (Assistant Professor)</b><br>B.S., University of Missouri<br>M.Ed., University of Missouri<br>Ed.D., Candidate, Arizona State University                    | <b>Education 1969</b>   |
| <b>Donald R. Youst (Assistant Professor)</b><br>A.B., Kansas State Teachers College, Emporia<br>M.S., Kansas State Teachers College, Emporia<br>Ph.D., University of Nebraska | <b>Political Science 1971</b>   |
| <b>Mary L. Zaremba (Instructor)</b><br>B.S., Ferris State College   | <b>Dental Hygiene 1978</b>  |

## EMERITUS FACULTY

- |   |   |
|---|---|
| <b>Fred Cinotto (Professor)</b><br>B.S., Kansas State College of Pittsburg<br>M.S., Kansas State College of Pittsburg                       | <b>Administrative Assistant 1965</b>                  |
| <b>Lloyd L. Dryer (Professor)</b><br>B.S., Oklahoma State University<br>M.A., Oklahoma State University<br>Ed.D., Oklahoma State University | <b>Psychology 1950</b><br><b>College Psychologist</b> |
| <b>Harry C. Gockel (Professor)</b><br>A.B., Washington University<br>M.A., Washington University<br>M.S., University of Wisconsin           | <b>History and Geography 1938</b>                     |



## FACULTY

**Cleetis Headlee (Professor)**  
B.S., University of Missouri  
M.A., University of Missouri

English 1946

**Martha Ann McCormick (Professor)**  
M.A., University of Chicago  
Ph.B., University of Chicago

Mathematics 1937

**Dorothy A. Stone (Professor)**  
B.S., University of Missouri  
M.A., University of Missouri

Business Administration 1939

## PART-TIME FACULTY

**Hazel R. Brietzke**  
B.S., Auburn University

Theatre

**James Brown**  
B.S., Missouri Southern State College  
CPA

Business Administration

**Ellen Coleman**  
B.S., University of Missouri

Nursing

**Phillip A. Glades**  
B.S.E., Missouri Southern State College  
J.D., University of Arkansas

Business Administration

**William N. McDonald, Jr.**  
B.S., University of Missouri

Business Administration

**H. Waldo Wasson**  
B.S.E., Northeast Missouri State College  
M.A., University of Missouri  
Ph.D., Louisiana State University & A. & M. College

Speech Correction

## AFFILIATED FACULTY

**Wiley Beals**  
Graduate Burge Protestant Hospital School of Radiologic Technology  
Registered Radiologic Technologist  
American Registry of Radiologic Technologists

Radiologic Technology

**C.C. Young, M.D.**

Director-School of Radiologic Technology



## **GENERAL INFORMATION**

### **THE COMMUNITY AND SERVICE AREA**

Missouri Southern State College is situated in Southwest Missouri, eleven miles from the Kansas state line, 40 miles from the Arkansas border, and 15 miles from Oklahoma. In this southwest part of Missouri lies a nine-county area comprising approximately 250,000 people.

The campus, located at the northeast edge of Joplin on 350 acres of gently rolling land, is within commuting distance of a large college population. The college lies at the heart of a cluster of cities with populations up to 45,000. Some of these cities are Joplin (the largest), Carthage, Webb City, Carl Junction and Sarcoxie. The college is located in the hub of a four-state area with its network of east-west and north-south major highways and good air transportation schedules. Known in the early 1900's as an area of diversified agricultural activities and lead and zinc mining, it is even better known today as a rapidly growing industrial and service center. It is within easy driving distance of the Ozarks, one of the great recreational areas of the United States. Cultural activities, educational programs from kindergarten to college, and beautiful churches for all faiths are ideal for a college setting.

### **HISTORY**

Missouri Southern State College originated in 1937 as Joplin Junior College. It was a part of the Joplin Public School System, but the first year of classes were conducted by the Extension Division of the University of Missouri.

The first year, classes were held in the Joplin Senior High School building. The college moved into its own building at Fourth Street and Byers Avenue on September 6, 1938. After 20 years in this location the college was transferred to 310 West Eighth Street where it continued to operate until June, 1967. The educational and administrative functions of Missouri Southern State College were moved to the new campus in June 1967. Here the college is operating on a new, multiple building campus with an enlarged program and student body.

A series of new organizational and legal developments began in April, 1964.

On April 1, 1964, the voters created the Junior College District of Jasper County, naming a six-member Board of Trustees. This act ended the junior college's 27 years of existence as a part of the Joplin Public School System. The new junior college district included Jasper County and parts of three other counties—Newton, Lawrence and Barton. The institution was renamed Jasper County Junior College.

On July 22, 1965, the 73rd General Assembly of the Missouri Legislature passed House Bill No. 210 providing for the establishment of a two-year state senior college in Jasper County when the academic facilities of the Junior College District of Jasper County should become available. Meanwhile, in anticipation of the passing of the House Bill No. 210, the Board of Trustees adopted the name Missouri Southern College in May, 1965.



## GENERAL INFORMATION

The legislative act creating the state senior college provided for the administration of the junior and senior college through a governor-appointed Board of Regents. The appointments were made on October 13, 1965, the date that marks the beginning of the operation of Missouri Southern State College under the Board of Regents. The law directed the Board of Trustees to assume the responsibility of levying the necessary taxes within the Junior College District of Jasper County which together with state junior college aid and funds available from other sources, are sufficient to pay the costs of the junior college operation and the costs to date of capital improvements for both the junior and senior colleges. The state provided the operating cost of the senior college.

July 1, 1975, on the campus of Missouri Southern State College, the Governor of Missouri signed Senate Bill No. 114. This bill provided that from July 1, 1977 forth the State of Missouri will provide the funds necessary to provide the staff, cost of operation, and the payment of all capital improvements. Thus following approximately ten years of legislative effort by the citizens of Southwest Missouri, this college has taken its place with the family of higher education institutions in the State of Missouri.

## COLLEGE PHILOSOPHY AND PURPOSES

Missouri Southern State College is dedicated to the principle of developing a college community where all members are given the opportunity to learn, not only for the sake of learning, but for the purpose of revealing ways to live a better life.

Missouri Southern State College offers a diversity of study designed to satisfy a wide range of student and community interests. The college endeavors to maintain quality instruction at all levels.

Missouri Southern State College shares a responsibility with other state colleges to serve any eligible student in the State of Missouri who may apply for admission. In addition, the college also recognizes its responsibility and obligation to serve the citizens of the immediate community.

The college fulfills its obligation to both state and community by:

- a. Providing an opportunity for students to pursue a wide range of cultural and intellectual interests.
- b. Providing an opportunity for students to prepare for a wide range of established and emerging careers in industry, education, government, and business.
- c. Providing a variety of pre-professional and technical programs, at less than the bachelor's degree level.
- d. Providing a variety of continuing education and extension course opportunities for individuals at all levels of educational attainment.
- e. Providing an opportunity for students to prepare for a graduate education.



## GENERAL INFORMATION

### STANDARDS FOR STUDENT CONDUCT

As active members of the college community, students at Missouri Southern State College have the rights and privileges enjoyed by members of all democratic communities. They also have the responsibilities and obligations which accompany these rights. Missouri Southern State College is guided by and observes the principle that there shall be no difference in the treatment of persons because of race, creed, color or national origin; and all members of the academic community are expected to support this principle.

Students have the responsibility of upholding the standards, traditions and policies of the college which has granted them membership in the academic community at their own request. They also have the responsibility of making maximum use of their abilities, of exercising good judgement, of observing the rights of others, and of adhering to the requirements of adult society.

In addition, the following general policies are in effect:

1. Students have the obligation to obey all rules and regulations and to preserve all property provided for their education.

2. Students are expected to conform to all federal, state and local laws. Gambling, alcoholic beverages, drugs, firearms, ammunition and explosives are specifically prohibited on college property. Students should be aware of the principles of libel and slander. Practice of these principles within the academic community could result in expulsion from the college.

3. The conduct of the individual student is an important indication of his character and of his future potential in life. Cheating, falsification of documents and immoral conduct will not be tolerated.

4. Students are expected to conform to the usual accepted social customs of the community.

5. Students shall not engage in or incite others to participate in obstructive or disruptive activities, deprive others of their rights, do harm to other individuals or property, or interfere with college or other officials in the performance of their duties.

6. The College Union of Missouri Southern State College and its facilities are dedicated to and for the primary use of the students, faculty, staff and their authorized guests. Individuals entertaining guests in the College Union are responsible for their proper identification, registration and conformance to the rules established for such guests. When not in use by campus organizations, off-campus groups may use the facilities of the Union.

7. The facilities of the Residence Halls at Missouri Southern State College are primarily for the use of the residents thereof and their invited guests. The host is responsible for the registration and conduct of his guests. Disciplinary action will be taken against non-residents making unauthorized use of residence hall facilities.



## GENERAL INFORMATION

8. The prevention of fire and safety of others is the responsibility of the individual. Students shall not set off false fire alarms, misuse fire equipment, or refuse to obey lawful directions by fire wardens.

The foregoing shall apply to all student conduct, and failure to observe these standards will constitute basis for disciplinary action, the maximum of which is dismissal from the College. Registration and participation as a student in Missouri Southern State College shall constitute full acceptance of these standards, as well as of all other rules and standards of conduct which have been or may be adopted.

## ACCREDITATION AND MEMBERSHIP

Missouri Southern State College is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, and by the Missouri State Department of Education.

Major memberships include the American Council on Education, the American Association of State Colleges and Universities, the American Association of Colleges for Teacher Education, and the North Central Association Sub-Committee on Institutions for Teacher Education.

## THE CAMPUS

Missouri Southern State College is located at the corner of Newman and Duquesne Roads near the northeast edge of Joplin. Seventeen new buildings and several remodeled older buildings serve the instructional and student activity needs.

**Spiva Library**, named in honor of the late George A. Spiva of Joplin, a friend and generous supporter of the college, provides an atmosphere which contributes to an intellectual climate. It includes the **Instructional Media Center**, the **Closed Circuit T-V Center**, as well as the **Library**.

**Hearnes Hall** is named after the Honorable Warren E. Hearnes, former Governor of Missouri. The building is the administration headquarters and the reception center of the campus. It contains, also, instructional classrooms and faculty offices.

**The L.R. Reynolds, Jr., Science and Mathematics Hall** provides three large, elevated lecture rooms, regular classrooms, science laboratories and faculty offices. It is well equipped to meet the requirements of science and mathematics programs.

**The Fine Arts Complex** is a series of three buildings that serves the areas of Art, Music, and Theatre. The Art Building includes a large exhibit hall that serves the Spiva Art Center of Joplin as well as the needs of the college. The Music Building includes a beautiful recital hall that was recently dedicated in honor of our past Vice President for Academic Affairs, Dr. Edward S. Phinney, the third building in this complex is the showplace of the campus, a 2,100 seat auditorium. This



## GENERAL INFORMATION

auditorium is used extensively by the community, by the theatre department, and by other agencies of the college.

**The Robert Ellis Young Gymnasium** houses the college basketball floor, classrooms, faculty offices, and many facilities for physical education classes.

**The Leon C. Billingsly Student Center** serves the total campus with a cafeteria, coffee shop, bookstore, lounge areas, Student Senate offices, six conference rooms, a deluxe dining area, Student Service offices, the Placement Office, the College Union Board office and two large ballrooms.

**The Business Administration Building** is a combination of the old Mansion House and the new building addition. It houses specialized and regular classrooms and faculty offices.

**The Barn Theatre** is a barn converted into an air-conditioned theatre with classrooms, dressing rooms, costume rooms, ticket booth and foyer.

**Kuhn Hall** is a new structure that provides facilities for the nursing education program, computer center and the student health center. This building is named after Dr. J.R. Kuhn, Jr., a strong supporter and leader of the nursing education program at Missouri Southern State College. The Student Health Center is located in Kuhn Hall. A full-time registered nurse is on duty and medical doctors from the community provide services at stated hours.

**The Matthews Technology Building** is the newest addition to our campus. In the spring of 1980 it will house the Industrial Arts, The Computer Science, and the Secretarial Science programs. Offices for each of these programs are located in this building.

**The Technology Annex** provides facilities and faculty offices for Automotive Technology, Machine Technology, Drafting and Design, Dental Hygiene, and classrooms for other instructional activities.

**The Mills Anderson Police Academy** houses the Campus Security Office, offices for the director and faculty of the Law Enforcement Department, the R.O.T.C. Offices, classrooms and firing range and the office of the Dean of Technology.

**Taylor Hall**, the Education & Psychology Building, was occupied in November, 1977. The building has eight classrooms, eight conference rooms, a psychology laboratory complex, a large lecture hall and offices for both the education and psychology departments.

**The Thomas E. Taylor Auditorium** opened in the spring of 1975. The theatre seats approximately 2,100 people. Colored padded seats, an excellent acoustical system, and a fine lighting system characterize the theatre. A woodworking shop, a sewing room, a laundry, costume storage, dressing rooms, offices, a green room and four classrooms complete the finest theatre complex in the four state area.

**Webster Hall** is a residence hall that houses 200 men. It is an attractive and modern residence hall, completed in the Spring 1970.



## GENERAL INFORMATION

**Women's Hall** was also completed in the Spring, 1970, and will accommodate 110 women.

**Women's Annex** is two small buildings containing 16 private rooms in each. They are located north and west of the **Women's Hall**.

**New Residence Halls.** Five new residence halls are currently under construction. Each building will house 32 students with four students in each living unit. The new halls will be available in August of 1980.

**The Fred Hughes Stadium** adds a new dimension to the campus. This complex seats approximately 7,500 fans. The field is one of the few Astro Turf athletic fields in the State of Missouri. This complex also features an all-weather artificial track.





## GENERAL INFORMATION

### SCHEDULE OF FEES 1980-81

Students must pay fees at the regular time of registration each semester or have their registration automatically cancelled. Contractual agreements for unique hardship problems must be arranged with the Vice President for Business Affairs or his delegated representative prior to registration. Failure to meet the terms of the agreement automatically cancels the registration.

Appeals concerning special problems pertaining to fees or refunds should be directed to the Vice President for Business Affairs in Hearnes Hall 200.

The College reserves the right to change fees without notice.

INCIDENTAL FEES	Each Fall & Spring Semester		Summer Term
	8 Hours or more	Less Than 8 Hours	
<b>Residents of Missouri</b>	\$220.00	\$20 per hr.	\$20 per hr.
<b>Non-Residents (Out-of-State)</b>	\$440.00	\$35 per hr.	\$35 per hr.

### OTHER FEES

Application for admission	\$ 5.00
Applied Music	45.00 per credit hour
Art Materials	
Ceramic, sculpture	10.00
Jewelry	5.00
Change of class schedule	2.00
Commencement	15.00
Laboratory breakage and materials	cost
Late registration (full-time)	10.00
(part-time)	5.00
Radiologic Technology special fees	
First Term	100.00
All other terms, each	40.00
Student Activity	10.00
Textbook rental and service charge	
(50% refundable):	
Spring and fall semester	
(over 8 hours)	40.00
(under 8 hours)	8.00 per course
Summer Term	8.00 per course
Transcripts	1.00
RESIDENCE HALL COST (Per Semester):	565.00
Refundable Security Deposit:	50.00

Charges may be paid in full or in four installments per semester. If the installment plan is chosen a ten dollar (\$10.00) administrative charge will be assessed and the following schedule will be observed:

Fall Semester		Spring Semester	
August 1 .....	\$195.00	January 1 .....	\$195.00
October 1 .....	\$190.00	March 1 .....	\$190.00
November 1 .....	\$190.00	April 1 .....	\$190.00



## GENERAL INFORMATION

(See detailed explanations below).

**Application for Admission:** A non-refundable application fee of \$5.00 is charged for processing applications for admission. The payment of this fee should be mailed with the application.

**Applied Music:** For one 30-minute lesson per week in applied music, the usual fee is \$45.00 per credit hour.

**Art Materials:** This fee provides for materials such as clay, glazes, waxes, solder, and other similar items necessary for the course projects. Other materials are required to be purchased by students such as paper, brushes, water colors, or oils.

**Change of Class Schedule:** Students are charged \$2.00 for each class change made after classes begin (refer to College calendar). Students registered for 8 or more credit hours before and after the change in schedule will pay only the \$2.00 fee. Those changing from 7 or less hours to 8 or more hours must pay the full incidental and textbook fees and the \$2.00 change fee. Those who are registered for 8 or more hours and change to 7 or less hours during the change-of-registration week will receive a refund and will be charged by the credit hour.

**Commencement:** Candidates for the Associate or Baccalaureate degrees are charged a \$15.00 commencement fee. This covers the cost of the diploma, cap and gown, and other commencement activities. The fee is subject to refund only when the candidate fails to qualify for graduation.

**Evening Session:** Students enrolled in evening classes for regular college credit courses, applicable toward an Associate or Baccalaureate Degree, are subject to the same fees, rules and regulations of the Day Session. Special fees are announced in the Evening Session Bulletin for classes not applicable to an Associate or Baccalaureate Degree.

**Laboratory Breakage and Materials:** There are no charges for the use of equipment in laboratories. The student will be expected to pay for excessive breakage or loss of equipment due to negligence on the part of the student. A fair actual value of the loss will be determined by school officials. Students will pay for materials used in individual projects. (Example: automotive parts.) Students enrolled in chemistry are required to purchase a \$10.00 laboratory breakage card which may be redeemed for this full amount at the end of the semester, providing there has been no breakage or loss on the part of the student.

**Late Registration:** A late registration fee of \$10 is charged full-time students who register after classwork begins. Five dollars is charged part-time students. This fee is not refundable.

**Miscellaneous Fees:** Occasionally a fee is charged for classroom materials, such as subscriptions to a periodical, line charges for bowling in physical education, film developing in photo-journalism, or purchase of paperback books in addition to the textbook rental.



## GENERAL INFORMATION

**Student Activity:** This charge is to support activities of the student Senate and the College Union Board.

Also available at the Business Office for a fee is an activity card for part-time students or for spouses of students. This card will allow admittance to most sports, theatre, and music events of the College.

**Summer Session:** Rules and regulations which govern admission to the first and second semester during the regular school year shall also apply to the Summer Session.

**Textbook Rental and Instructional Services:** Students enrolled during a semester in eight or more credit hours pay a \$20.00 non-refundable textbook rental fee (includes normal laboratory fees and cost of service on instructional equipment) and a \$20.00 textbook deposit. Students enrolled in less than eight credit hours during any semester pay a \$4.00 deposit and a \$4.00 rental for each course in which they are enrolled. The deposit is refunded when the student has returned all books, materials, and equipment in satisfactory condition. (Books may be purchased at the end of the term for full retail price less an allowance for rental charges paid by the student.)

**Transcripts:** Each student is entitled to two official transcripts without charge. There is a charge of \$1.00 for each additional copy. Payment must accompany the request for each transcript.

### REFUND POLICY (Except for Residence Hall Charges)

Students enrolled in the fall and spring semesters who drop out of the College before the sixth week of the semester are entitled to a partial refund of refundable fees. Refunds for partial drops will be computed using the same percentages. The refund must be claimed during the term for which the refund applies. The refund will be computed as of the date the Registrar receives the withdrawal form completely and correctly executed.

The refund schedule is as follows:

Within the first and second weeks	80 percent refund
From the third thru the fifth week	50 percent refund
After the fifth week	No refund
Refunds for the summer semester are as follows:	
Within the first week	80 percent refund
From the second thru the third weeks	50 percent refund
After the third week	No refund

If the student has paid his college costs and there is a refund, these monies will be refunded directly to the student after all charges have been applied to his account. However, if the college costs have been paid partially or fully by financial aid (scholarship, grant or loan) or another source (i.e. Vocational Rehab), the refund will be returned to that financial aid or source up to 100% of the original aid amount. After restoring the financial aids or other source of its original amount, any excess of refund monies will be returned to the student.



## GENERAL INFORMATION

Students who feel that individual circumstances warrant exceptions from this policy may appeal in writing to the Vice President for Business Affairs. This appeal must be made during the term for which the refund applies.





# STUDENT SERVICES

G. Dolence, Carnahan, Miner, Stegge, Karst, Hartley, Frazier, S. Beard

## On Campus Residency Requirements

"All freshmen and sophomore men and women are required to live in the Missouri Southern State College Residence Halls to the extent available, unless they are married, live with their parents, live with a relative (by blood or by marriage), or are excused by the Dean of Students".

## Residence Facilities

Residence facilities are available on campus for full-time students at Missouri Southern State College. Currently there are two permanent residence halls, one with accommodations for 200 and one with accommodations for 110. Five additional Housing Units are scheduled for construction in 1980.

Each room has twin beds, closets, desks and desk chairs. Coin operated laundry facilities are available in the Halls. Private telephones may be installed in each room with the occupants assuming responsibility for the installation charges plus the monthly telephone bill.

The residence halls are staffed by two full-time professional Head Residents and ten para-professional Staff Assistants.

## Contractual Arrangements for Residence Halls

An application and contract accompanied by a \$50 security deposit fee is required for reservation in a College Residence Hall. This is a combined contract for room and meals. The \$50 security deposit is forfeited if the contract is cancelled after July 31 for the fall term, or in case of new students, after December 31 for the spring term. The College retains the \$50 as a security deposit as long as the student is in residence and this deposit is not applicable to the housing account. The deposit will be refunded upon termination of the contract if all terms of the contract are fulfilled.

This contract is effective for the entire academic year (fall and spring semesters); or is effective for the remaining portion of the academic year when entered into after the beginning of the fall term.

A student may request cancellation of the contract at the end of a term because of completion of graduation requirements or if an emergency beyond his control necessitates his withdrawal from school. If this request is filed with the Housing Director at least before the end of the term, and if approved, the deposit may be refunded unless there is a damage charge, outstanding account, or other violation of the contract. Students should refer to contract for detailed terms.

The College reserves all rights in connection with room assignments which are made in the order in which applications are received. Students' preferences are considered, but there can be no guarantee that assignments will be made in accordance with the preferences.

The residence halls and food services are operated on a non-profit basis by the College, and the established rates are subject to change by action of the Board of Regents. Twenty meals are served each week.

Residence hall rooms may not be occupied by students earlier than 36 hours before they are required by the College to be in attendance. Students are to vacate rooms 24 hours after the term officially closes.

Reservations in residence halls are not held beyond 36 hours after the student is required to be on campus unless special arrangements have been made with the Housing Director.

The College is not responsible for the loss of, or damage to, any personal property of students. Parents should arrange for insurance coverage of personal property within the framework of their regular household policies.



## STUDENT PERSONNEL SERVICES

### The Leon C. Billingsly Student Center

The Union continues to be the gathering point for leisure time, recreation and relaxation. The Union serves not only commuter and resident students, but also faculty, staff and the entire college community.

On the lower floor are located various offices, the college bookstore, games area, and snack-bar. The upper floor contains two large ballrooms, meeting rooms, and special dining facilities. The main floor contains the cafeteria, lounge, placement, alumni, foundation, and student service offices.

### Counseling Center

The Personal Counseling Center is located on the bottom floor of the Billingsly Student Center. This department deals with adjustment, personality, and psychological problems. The school psychologist is available thru this department.

Missouri Southern State College also serves as a **Veterans Administration Counseling Center**. All veterans, students and non-students, may use these services.

### Student Health Center

A Student Health Center is available and is staffed with a full-time registered nurse and the services of a physician are available upon call. This new facility was designed with the latest health techniques in mind.

The out-patient clinic hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday during the regular school year. No charge will be made for service during these hours but students are expected to pay for prescriptions, medications, diagnostic tests, ambulance service or minor surgery, except where covered by any insurance the student or his family may have. The College reserves the right to adjust benefits to the students within the limits of the funds made available for the health services through incidental fees paid by students.

### Student Insurance

A voluntary accident and sickness insurance plan for students in Missouri Southern State College is available. It is designed as a supplement to the health services already offered to all full-time students through the Health Center. This voluntary insurance program also covers emergencies and provides further protection while the student is away from the campus on weekends or on vacation, including the summer months.

### Placement Services

The Placement Office, usually associated with the task of matching people and jobs, offers an equally important service through career counseling, aiding students in clarifying their education and vocational objectives. An understanding on the part of the student of his interests, aptitudes, limitations, etc. and a knowledge of the world of work makes matching an individual's qualifications with a job much easier and certainly more gratifying to all parties concerned. Students are invited to use career counseling and placement services early in their pursuit of a formal education.

Although Missouri Southern State College is considered to maintain centralized placement services, the Placement Officer coordinates the functions of his office with other guidance and counseling services available to students on campus. The services more specifically related to finding employment are centered in the Placement Office.

A collection of information folders supplied by major business establishments, industries, governmental agencies and educational institutions



## STUDENT SERVICES

are made readily accessible in the Placement Office Library. A record of current information on job opportunities and announcements of on-campus interviews is either posted on bulletin boards or bound in notebook form for student use. Students are invited to visit the Placement Office regularly.

Candidates for graduation must register with the Placement Office. Registration involves answers only to several basic questions. Since employers usually request credentials of a potential employee before making final judgment on their selection, most graduates will want to develop a set of credentials for the Placement Office files. The Placement Office personnel provide assistance in the development of credentials. Credentials are retained in the Placement Office files indefinitely and may be updated, declared inactive or activated only by the student upon written request.

### Social Standards

A student attending Missouri Southern College is expected to maintain a high standard of moral conduct. Forfeiture of the privilege to attend may result from unsatisfactory conduct. Students are expected to demonstrate maturity in their judgment.

Appropriate dress is expected on the campus during the regular school day.

Missouri Southern State College does not permit the use of alcoholic beverages on campus. Any violation of this rule is subject to disciplinary action.

Smoking is prohibited in the library and classrooms.

### Veterans

All courses listed in the Missouri State College Catalog are approved for benefits administered through the Veterans Administration under Section 1775, Title 38, U. S. Code. Veterans or dependents wishing to apply for Veterans benefits should contact the Veteran Affairs Office for assistance.

### Student Activities

Opportunities for participating in a wide variety of out-of-class activities are provided at Missouri Southern State College. Students are encouraged to investigate the wide choice of activities and are invited to participate in one or more of these aspects of the College program.

**Student Senate**—The responsibility for student government rests not only with the student officers and student boards and committees but also with each member of the student body. The growth and development of Missouri Southern State College student government will be proportionate to the participation by the students.

The Student Senate serves as the governing body for students and acts as an intermediary between the faculty and student body. Members of the Student Senate gain experience in the functions of a student government and strive to promote the objectives of the Student Body Constitution.

The membership of the Student Senate consists of the Student Body Executive Officers, the officers from each class, and a number of senators representing each class. The student body executive officers for the summer cabinet for the following year are elected late each spring. The class officers and student senators are elected early each fall. Interested students petition and campaign for office.

### College Union Board

The CUB is a service organization comprised of students and faculty who plan social, educational, and recreation activities. The CUB is funded from student activity fees and has the responsibility of programming varied and interesting activities for all students.



## STUDENT SERVICES

The CUB consists of three officers and seven committee chairpersons. The committees are Forum, Films, Cultural, Coffee-House, Mini-Concert, Concert, Dance-Recreation, and Public Relations.

## STUDENT ORGANIZATIONS

The College encourages student organizations which provide for the professional, social, academic, divisional, religious, political, or service interest of the students. New organizations may be established when approved by the Student Government and the College Administration.

### STUDENT GOVERNMENT

College Union  
Student Senate

### HONOR GROUPS

Alpha Psi Omega  
Pi Gamma Mu  
Pi Kappa Delta  
Pi Omega Pi

### CLASSES

Senior Class  
Junior Class  
Sophomore Class  
Freshman Class

### DEPARTMENTAL GROUPS

Beta Beta Beta  
Chi Epsilon Phi  
College Players  
Computer Science League  
Gold Bar Club  
Industrial Technology Club  
Kappa Mu Epsilon  
Lambda Alpha Epsilon  
Lambda Epsilon Chi  
Letterman's Club  
Modern Language Club  
MSSC Jr. Chapter-American  
Dental Hygienists Association  
MSSC Engineers Club  
MSSC Music Educators National  
Conference  
MSSC Student Art League  
MSSC Student Chapter of Council for  
Exceptional Children  
MSSC Student Nurses  
Association - 7th District

MSSEA (Missouri Southern Student  
Education Association)  
Omicron Delta Epsilon  
Pershing Rifles  
Psychology Club  
Rho Epsilon Chi  
Sigma Tau Delta  
Society for the Advancement of  
Management

### RELIGIOUS ORGANIZATIONS

Baptist Student Union  
Ecumenical Campus Ministry  
Fellowship of Christian Athletes  
Koinonia  
Newman Community at MSSC

### GENERAL & SERVICE ORGANIZATIONS

Afro-American Society  
Chess Club  
Cheerleaders  
Circle K Club  
Council on International Relations  
& United Nations Affairs  
(CIRUNA)  
Young Republicans Club

### SOCIAL FRATERNITIES

Kappa Alpha (Delta Pi Chapter)  
Sigma Nu

### SOCIAL SORORITIES

Delta Gamma  
Lambda Beta Phi  
MSSC Panhellenic Association  
Zeta Tau Alpha

## STUDENT INTERESTS

**ATHLETICS**—Missouri Southern State College, having become a four-year institution as defined by athletic associations, has received membership in the National Association of Intercollegiate Athletics and Association for Intercollegiate Athletics for Women. The college participates in intercollegiate athletics for both men and women.



## STUDENT SERVICES

To be eligible for participation, students must meet the scholastic requirements of the NAIA and AIAW.

**The Chart** staff publishes a weekly college newspaper as a laboratory experience for students in journalism classes. Throughout the year the editorial division uses the work of many reporters, feature writers, cartoonists, and typists. The business staff offers experience in advertising, salesmanship, and secretarial practices. Free-lance work is accepted, and those wishing to free-lance should visit the Chart Office.

**The Crossroads** (The College Yearbook) is produced by a student staff with faculty sponsors. Students gain valuable practical experience in photography, copy writing, layout and design, business management and public relations. Staff members are involved in creatively covering every aspect of campus life. The staff is open to all interested students.

**Debate**—A forensics program featuring college debate offers opportunities to any student interested in argumentation. An intercollegiate debate team was first organized in the fall of 1970.

**Music**—Participation is available for all qualified students in Choir, Vocal Ensemble, Marching Band, Concert Band, Stage Band, Brass Choir and Orchestra with instructors consent.

**Theatre**—The theatre department sponsors four major drama productions in the campus theatre for which all MSSC students are eligible to try out. Advance announcement is made before each try-out. In addition to the major productions, there are experimental and reader's theatre presentations and performing workshops. Sponsored by the local chapter of Association for Childhood Education and presented by the MSSC Theatre, a series of children's plays are presented each year on the Taylor Auditorium stage. Try-outs for these are open to every full time MSSC student in good academic standing.

**The Winged Lion** is a creative arts magazine featuring student contributions in art and literature. This student-edited publication provides a creative outlet for students and is published once each fall and spring semester. Opportunities exist for those interested in editing and publishing as well as in creative contribution.





## ACADEMIC SERVICES

**Mouser, M. Dolence, Humphrey, Gilbert, Martin, Gladden**

This division coordinates several mutually supporting areas: Admissions, Financial Aid, Advising and Testing, and Academic Development. Its goal is to provide access and support to students who are attending, or students who might attend our institution.

### Office of Academic Development

The academic development program is to provide an opportunity for marginally prepared students to earn a college degree. Working originally with recent high school graduates, the program will expand to include others who have not been a usual part of the college scene. Functions of the program include assisting with selection, scheduling, advising, tutoring, etc.

## FINANCIAL AID

### General Information

Missouri Southern State College participates in a variety of programs for student assistance. These funds are from all levels: private, institutional, state, and federal, which are coordinated to meet the individual student needs.

The Basic Educational Opportunity Grant is considered the "floor plan" of the federal assistance programs. All students applying for aid should file the American College Testing Program Family Financial Statement which is part of the Multipal Data Entry System. When a student pays the appropriate fee, releases the information to all agencies, and completes the enclosed Missouri Data form, he is applying for the Basic Grant, Missouri Grant, and the campus based aid programs. There are various programs that are not based on financial need such as, Guaranteed Student Loans, Student Employment, Social Security, and Veterans benefits. Scholarships are awarded to students who meet the appropriate criteria. All programs and awards are coordinated with the Basic Grant to meet the students needs. These funds are awarded without regard to race, creed, national origin, sex, color, or handicap.

### RESPONSIBILITY AS A FINANCIAL AID RECIPIENT

All students receiving financial aid at Missouri Southern State College must meet the criteria of that specific scholarship or award. In addition, all students must meet the academic progress policy as stated below. If you fail to meet these standards of academic progress, you will not be eligible to receive aid.

If you start the semester  
and received aid based on

12 or more hours  
9 - 11 hours  
6 - 8 hours

You must complete these hours  
and earn a minimum G.P.A.\*

6 hours  
4 hours  
3 hours

Students carrying less than six (6) hours are not eligible for aid.

\*Student's cumulative grade point average (G.P.A.) is used to evaluate his progress. Progress toward a degree is computed on the following grade point average:

1 -	17 semester hours	1.5
18 -	33 semester hours	1.6
34 -	46 semester hours	1.75
47 -	62 semester hours	1.8
63 -	77 semester hours	1.85
78 -	93 semester hours	1.9
94 -	107 semester hours	1.95
108 -	and above	2.0



## ACADEMIC SERVICES

The Financial Aids Office will notify all aid recipients who fall below the academic progress policy. If the student falls below the required G.P.A., he should contact the Director of Financial Aid who will review his file. After the review, the student will be notified of his status by the Director of Financial Aid. If the student desires to appeal, he will have opportunity to put in writing and special circumstances that the Financial Aid Committee should know in determining whether or not any aid should be awarded.

The Financial Aid Committee will review the student's records, along with any written comments submitted by the student, and notify the student if aid will be awarded for the following semester. If aid is offered, the student will be notified of any requirements to be met in order to remain eligible. If no aid is offered, the student will be notified of the steps to be taken before additional aid can be considered.

### THE REGENTS AND TRUSTEES SCHOLARSHIP

#### The President's Scholarships

These scholarships are awarded by the Board of Regents and the Board of Trustees of the college and are administered by the counselor of the recipient's high school.

##### Basis of Selection:

The scholarships are awarded to the first and second ranking students in the eight high schools located in Jasper County.

#### The Regent's Scholarships

These scholarships are awarded by the Board of Regents and the Board of Trustees of the college directly to the student by the college on the basis of American College Test scores or to Jr. College transfer students on the basis of college hours and level of G.P.A.

##### Basis of Selection:

The scholarships are awarded to high school graduates who achieve a twenty-three composite score on the ACT taken during a regular scheduled National Test Date.

The scholarships are also awarded to Junior College graduates or Junior College Transfers who have completed a minimum of 55 hours and have a 3.0 or above grade point average.

#### Missouri Southern State College Patrons' Scholarships

The following scholarships have been made available by interested individuals, service organizations, business firms, industries, and local civic organizations.

### PATRON SCHOLARSHIPS

#### Donors

	Number of Scholarships	Value of Each Scholarship
AAUW-Dorothea Hoover Memorial	1	\$360
Alpha Delta Kappa, Upsilon Chapter	1	\$300
American Nurses Association, 5th District	1	\$ 50
Anonymous No. 1	5	\$200
Anonymous No. 2	4	\$200
Anonymous No. 3	1	\$200
Anonymous No. 6	1	\$200



## ACADEMIC SERVICES

Anonymous No. 8	1	\$250
Bank of Carthage	1	\$200
Russell Belden Memorial	4	\$200
Alberta Bennett Memorial	1	\$200
Raymond F. & Freda E. Boehning Memorial	2	\$300
Mr. & Mrs. Claude Boyd	1	\$200
Bob Chaplin Memorial	1	\$200
Circle K. Scholarship	1	\$300
Francisco A. Colon Memorial	1	\$ 80
Commerce Bank of Joplin	1	\$200
Community National Bank of Joplin	1	\$100
Frank Crodody Memorial	1	\$100
Dickinson Foundation	5	\$200
Edna Drummond Memorial	10	\$300
Dr. Lloyd Dryer	1	\$100
Larry Dunham Memorial	1	\$200
Ruth Eggerman Memorial	1	\$100
Harriet Elsworth Memorial	1	\$300
Empire District Electric Company	10	\$400
Engineering-Math-Physical Science	2	\$200
Fifteenth Street Lumber Company	2	\$300
First Community Bancorporation	5	\$400
Forty and Eight	1	\$100
Freeman Hospital Auxiliary Nursing Award	1	\$630
Mr. & Mrs. Harry Gockel	1	\$200
Charles A. Green Memorial	1	\$100
James H. Hampton Memorial	1	\$200
Joe Harding Supply Company	1	\$200
Harlan-Mosler Memorial	1	\$100
Harrison G. Harper Memorial	2	\$400
Hercules Incorporated	2	\$250
Henry Hornsby Memorial	2	\$250
Mrs. Dorothea Hoover Memorial	5	\$200
Mr. & Mrs. Fred Hughes	2	\$250
John Hughes Memorial	1	\$540
Dr. Charles Isbell Memorial	1	\$100
C.C. Ivie Memorial	1	\$100
Jasper County Medical Society	2	\$200
Jasper County Medical Society Auxiliary	2	\$300
Mr. & Mrs. Alton Jones	2	\$400
Joplin Area Association of Retarded Citizens	4	\$200
Joplin Board of Realtors	2	\$200
Joplin Business & Professional Women's Club	2	\$200
Joplin Centennial Scholarship	1	\$350
Joplin Downtown Lions Club	1	\$400
Joplin Educators Association	1	\$300
Joplin Exchange Club	1	\$100
Joplin Federal Savings & Loan Association	1	\$400
Joplin Kiwanis Law Enforcement	1	\$200
Joplin Kiwanis Special Education	1	\$200
Joplin Rangeline Lions Club	1	\$240
Joplin Rotary Anns	1	\$480
Joplin Rotary Club	6	\$200



## ACADEMIC SERVICES

Joplin Supply Company	1	\$375
Joplin Tri-State Chapter-Nat'l. Assoc. of Accountants	1	\$300
Joplin Truck Sales, Inc.	1	\$250
Joplin Women of Kiwanis	1	\$400
KOAM-TV	1	\$300
KODE-TV	1	\$400
Kodak Undergraduate Scholarship	1	\$300
KOYX-KSYN	1	\$210
Dr. J. R. Kuhn, Jr.	3	\$200
Arthur Kungle, Sr.	6	\$350
Harry H. Landreth Memorial	1	\$400
Jack F. McCracken Memorial	1	\$300
Men of Briarbrook	1	\$400
Merchants & Miners Bank-Webb City	1	\$200
Mid-Western Machinery Company	3	\$200
MSSC Faculty Wives	1	\$450
MSSC's Small Business Institute	6	\$100
Bryce T. Morris Memorial	1	\$115
Martha Brown Mote Memorial	1	\$200
Samual L. Murto Memorial	1	\$225
Carol Newton Memorial	1	\$400
Florence Nightingale	1	\$400
Ralph Nolan Memorial	1	\$200
Northpark Lions Club	1	\$100
Ozark Chapter-Nat'l Secretaries Association	2	\$ 50
Mr. & Mrs. B. L. Parker	1	\$250
Edward S. Phinney Memorial	1	\$300
Pilot Club of Joplin	1	\$500
Tricia Nicole Rainey Memorial	1	\$250
Anna Marie Redden Memorial	1	\$230
L. R. Reynolds, Jr. Memorial	1	\$480
Rho Eta No. 185 of Joplin	1	\$100
Frances Richardson Memorial	1	\$ 50
Dr. Georg Schaefer	1	\$400
7th District Mo. Federation of Women's Club	1	\$200
William H. Sisk Memorial	1	\$200
Roland T. Smith, M.D.	1	\$100
Soroptimist Club of Carthage	1	\$400
Soroptimist Club of Joplin	1	\$200
Southtown Meat Company	1	\$200
Southern Missouri Distributors, Inc.	2	\$200
George A. Spiva Memorial	1	\$500
Harry Spradling Memorial	1	\$200
St. John's Medical Center Auxiliary	1	\$400
Dan L. Stanley Memorial	1	\$200
Vera Steininger Memorial	1	\$200
Dorothy Stephenson Memorial	5	\$200
Student National Education Association	1	\$100
Thomas E. Taylor Memorial	1	\$100
Dr. A. Paul Thompson Memorial	1	\$200
Tri-State Interior System, Inc.	1	\$200
United Missouri Bank of Carthage	1	\$400
United Missouri Bank of Joplin	1	\$200
Art Wadkins Scholarship-Golf	6	\$200
Agnes L. Warnert Memorial	1	\$300
Dennis Weaver	2	\$250
Webb City-Carl Junction Rotary	2	\$200



## ACADEMIC SERVICES

Christine Webster Memorial	1	\$100
Thelma & Jerry Wells	1	\$350
Western Jasper County Mental Health Association	2	\$200
Erma H. Whitaker Memorial	1	\$200
Dr. & Mrs. John Windle	1	\$210

### How to Apply for Financial Aid

1. All students should complete the American College Testing Program Family Financial Statement which is a part of the Multipal Data Entry System.  
The Family Financial Statement will generate a Basic Grant, Missouri Grant, and a comprehensive financial aid report.
2. Applicants should bring or mail all three copies of the Basic Grant Student Eligibility Report to the Financial Aid Office as soon as they receive the document.
3. If the student is applying for work, loans, or other grants, they should complete the Missouri Data Form which is enclosed in the Family Financial Statement and return it directly to the Financial Aid Office.  
As soon as all three documents are on file, an award will be made to the student.
4. Applicants for scholarships should complete the application enclosed in the ACT packet and return it to the Financial Aid Office prior to April 1.
5. Applicants for special programs should contact the Financial Aid Office directly so as to receive proper instructions.
6. Applicants for financial aid must have completed the appropriate application well in advance of each semester's registration and have them on file in the Financial Aid Office so a financial aid package can be computed.

For further information regarding financial aid, contact:

Office of Financial Aid  
Missouri Southern State College  
Newman and Duquesne Roads  
Joplin, MO 64801  
(417) 624-8100

### SPECIAL AWARDS

**Edward S. Phinney Memorial Scholarships:** This memorial scholarship has been established to honor the late Dr. Edward S. Phinney, Vice President for Academic Affairs. Dr. Phinney was Dean of the College from 1967 to 1973. The scholarship will be given each year to a student who has achieved academic excellence while attending Missouri Southern State College.

**Edna C. Drummond Memorial Scholarship:** The intent of this scholarship is to give appropriate recognition for academic excellence and for the purpose of assisting students in the science department. The number of scholarships awarded each year varies. Miss Drummond was a former instructor of Joplin Junior College from 1938 to 1955.

**Spencer F. Bartlett Respect Award:** The intent of this award is to give special recognition to a graduating male and female student who has the greatest respect for God, U.S. of America, and has maintained average grades or better while attending Missouri Southern State College. The amount of the award varies each year.



## ACADEMIC SERVICES

### ROTC Scholarships

Under the provisions of Public Law 88-647 a limited number of one-year, two-year and three-year ROTC scholarships are available for award to outstanding students enrolled in Military Science. These scholarships provide for payment of tuition, fees, book costs, laboratory expenses and subsistence pay of one one hundred dollars (\$100) per month. Selection of individuals will be based on criteria established by the Secretary of the Army and by action of an on-campus board consisting of the Professor of Military Science and other representatives from the faculty.

### ROTC Advanced Program

Students who qualify for the Advanced ROTC Program receive one hundred dollars (\$100) per month during the school year their Junior and Senior year. For information concerning this program contact the Military Science Department.

### PERFORMING AIDS & AWARDS

Awards are made to individuals who have demonstrated success or high potential in basketball, football, music, dramatics, math, forensic, golf, tennis, baseball, and journalism. These individuals must show satisfactory progress in these college performance areas in order to continue the aid. Applications for performing aids should be made to the director or sponsor of the particular activity.

Director of Theatre  
Forensic Director  
Director of Math League  
Director of Music Activities  
Director of the School Paper (Chart)  
Director of the School Yearbook (Crossroads)

Baseball Coach  
Basketball Coach  
Football Coach  
Golf Coach  
Volleyball Coach  
Softball Coach  
Tennis Coach

### GRANTS:

#### BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

The Basic Educational Opportunity Grant is a federal aid program designed to provide financial assistance to those who have a financial need. These grants are intended to be the "floor plan" of the financial assistance and may be combined with other aid programs to meet the student's cost of education. Each student should fill out the American College Testing Programs' Family Financial Statement, however, they may complete a regular Basic Grant application. After processing the application, Basic Grant will send a "Student Eligibility Report" to each applicant. Upon receipt of the "Student Eligibility Report," the student must take or mail the report to the Financial Aid Office where the amount of the grant will be determined. Students will receive one-half of their funds each semester.

#### MISSOURI GRANT

The Missouri Grant is a state funded program to assist Missouri resident students who have a financial need. Applicants who complete the American College Testing Program Family Financial Statement and pay the appropriate fee are automatically applying for the Missouri Grant. Grants may not exceed one-half the cost of tuition and fees. Application deadline is April 30 preceding



## **ACADEMIC SERVICES**

the academic year of attendance; however, late applications are processed until funds are expended.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS - (SEOG)**

Missouri Southern State College has funds for a limited number of Supplemental Educational Opportunity Grants. Under this program grants may be awarded to students with exceptional financial needs.

Students who have received SEOG funds in prior semesters at Missouri Southern State College or other institutions will be given preference. This type of financial assistance must be matched with other types of aid such as scholarship, work, or loans.

### **LAW ENFORCEMENT GRANTS**

Law Enforcement Grants are designed to provide financial assistance to Law Enforcement majors seeking a degree. Funds are awarded by priority listing established by LEAA. No financial need test is required.

### **NURSING GRANT**

Nursing Grants are available to Nursing majors who have been officially accepted into the Nursing Program. Funds are distributed on financial need basis, thus students must complete the American College Testing Program Family Financial Statement and demonstrate financial need.

### **WORK:**

#### **STUDENT HELP EMPLOYMENT**

The Student Help Employment Program is a work program based on operational functions of the college. It is not based on financial need. Students who desire employment while attending college may contact individual departments or the Financial Aid Office. Students may work up to 20 hours per week while attending classes, or up to 40 hours a week during the vacation periods. Preference is given to those students who are qualified to fill the job openings and have had experience in fields related to the job opening.

#### **COLLEGE WORK STUDY PROGRAM**

The College Work Study Program is a federally funded program whereby students who must have a job to help pay for college expenses may be employed by the college. Preference must be given to students who demonstrate the largest financial need. Students may work 20 hours per week while attending classes and up to 40 hours a week during the summer and other vacation periods when they do not have classes.

### **LOANS:**

#### **NATIONAL DIRECT STUDENT LOANS - (NDSL)**

High school graduates who are accepted for enrollment at Missouri Southern State College and who need financial assistance to pay enrollment fees and other costs are eligible for student loans. The loans bear no interest until nine months after the student ends his studies. This applies whether the individual remains a student at Missouri Southern State College or transfers to another institution. Nine months after the student ceases his studies the unpaid balance of the loan begins to draw interest at the rate of three percent (3%) per



## ACADEMIC SERVICES

year. Repayment of the loan may be as low as \$30.00 per month and, depending on the amount of the loan, may be extended over as much as a ten-year period. Repayment of these loans may be deferred up to a total of three years while a borrower is serving in the Armed Forces, with the Peace Corps, or VISTA.

### NURSING LOAN

This program has been established to assist those students who wish to complete requirements for nursing. Maximum amount loaned per year is \$2500. These loans are given at three percent (3%) interest. Interest begins nine months after the students leave school. This loan has a cancellation clause. (See Financial Aids Office.)

### LAW ENFORCEMENT LOAN - (LEEP)

This program has been established to encourage students to enroll in the Law Enforcement Program. These loans carry an interest rate of seven percent (7%) with special consideration given to law enforcement officers who are presently employed full-time. This loan has a cancellation clause.

### GUARANTEED STUDENT LOANS

Missouri Southern participates in a variety of Guaranteed Student Loan Programs. These loans are processed by the Financial Aid Office and a local lending agency with final approval by the Guarantee agency. The student may borrow the difference between his cost of education and his financial aid awards of \$2500 per year up to a total of \$7500 for under graduate study. Repayment begins nine months after the student graduates at the rate of seven percent (7%) interest.

### SHORT TERM LOANS

Students presently enrolled full time, or who have been accepted for admission, may apply for short term loans to assist with tuition and fees. The amount of the loan may not exceed 50% of the students tuition and fees. Applications for short-term loans should be submitted to the Financial Aids Office a minimum of two weeks prior to the date of registration. All loans are due by the fifth week of the semester (fourth week of the summer term). All qualified applicants for short-term loans will be considered without regard to race, color, creed, sex, national origin, or handicap.

#### Small, Short-Term Loans

- \* David Pearl B' nai B' rith Loan Fund

This fund was established in memory of David Pearl, a member of the above fraternal organization.

- \* Mitchell Loan Fund This fund was established in memory of Thomas Mitchell.

- \* Joplin Business and Professional Women's Club Loan Fund  
This fund was established to assist students in need.

- \* Arnold E. Irwin Loan Fund  
This fund was established to assist students in need.

- \* Arnold E. Irwin Loan Fund  
This fund was established in memory of Mr. Irwin who was a faculty member of Joplin Junior College.

- \* Patricia Smith Memorial Loan Fund  
This loan fund was established in 1969 in memory of a former Missouri Southern State College student by the Joplin Exchange Club and friends.



## ACADEMIC SERVICES

\* **Edna F. Gaither Memorial Fund**

This fund was established in memory of Edna F. Gaither who was a teacher in the Joplin school system for 50 years.

\* **Joplin Life Member Club Telephone Pioneers Loan Fund**

This fund was established to assist students who need financial assistance for the academic year.

\* **Joplin Rangeline Lions Club Emergency Loan Fund**

This fund was established to help students who have an emergency. These funds are available immediately and were provided by the Lions Club so that the problems of finance would not be a part of the student's emergency.

\* **Dan Howard Memorial Fund**

This fund was established to assist students in need who are studying in the fields of Nursing, Pharmacy, Optometry, and Medicine.

### Academic Advising Center

The Academic Advising Center is located in the Academic Services complex on the first floor of Hearnes Hall. Most services are available to area students without cost.

Assistance is offered the student in dealing with academic and vocational decisions which may help the student to realize his or her potential. A library of graduate catalogs is available. Vocational, interest, and aptitude tests are available without charge to the students of the college.

Information and/or registration forms are available for many national tests. (i.e. Graduate Record Examination (GRE), Medical College Admission Test (MCAT), Graduate Management Admission Test (GMAT).

The Center serves as a national center for the College Level Examination Program, (CLEP). Information and registration for college credit by examination is available from the center.





# ACADEMIC REGULATIONS

## ADMISSION AND EVALUATION OF TRANSFER CREDITS

### 1 Admission Direct from High School.

**A. Residents of Missouri.** Any resident of Missouri who, (a), is a graduate of an accredited high school, (b) has participated in the American College Testing Program, (c) pays a \$5 non-refundable application fee, is eligible for admission to Missouri Southern State College.

### B. Non-Residents of Missouri.

A non-resident of Missouri in order to be eligible for admission to study as a first time freshman, (a) must be a graduate of a high school accredited by the Regional Association or by an appropriate accrediting agency of his home state, (b) must have participated in the American College Testing Program, (c) have a composite score of 15 on the American College Test, or must rank scholastically among the upper two-thirds of the members of his graduating class, (d) must pay a \$5 non-refundable application fee.

### 2. Admission as a Transfer Student.

Students transferring from another collegiate institution, (a) must have official transcripts sent to the Director of Admissions by the Registrar from each institution attended, (b) must be eligible to return to their last institution, (c) must present a history of his health, (forms provided), and (d) must pay a \$5 non-refundable application fee. Students seeking admission from other colleges with 55 transfer credit hours or more, must present a minimum C (2.0 on A = 4) average.

Transfer students must also take the senior year or 30 out of the final 36 hours in residence at Missouri Southern State College.

### 3. Special Admission

There are two types of students who are admitted to the College who do

not possess the regular admission requirements:

**Temporary.** In some instances, students may desire to enroll for a limited amount of credit without submitting transcripts of previous academic work. This may be done with the following contingencies:

- a. No more than 15 semester hours of credit may be earned in this manner.
- b. Credits earned while enrolled as a temporary student may not be counted toward a degree or certificate unless the student changes his status.
- c. Work beyond 15 semester hours will not be permitted until such time as all credentials are filed for regular admission.

**Special.** A Missouri resident, 21 years of age or over, who has not graduated from high school may be admitted on a probational basis. A student admitted under this regulation must make a "C" average over his first semester's work to be eligible to return for the second semester. Upon successful completion of 30 semester hours, a student's status will change from "special" to "regular."

### 4. International Students.

Students not citizens of the United States, who wish to apply for admission, should write the Director of Admissions, Missouri Southern State College, for the proper application forms and instructions. Three basic concerns apply to international student applications: (1) Academic competency; (2) Ability to read and speak the English Language adequately for college level study; and (3) Ability to finance the cost of education at Missouri Southern State College. All applicants from non-English speaking countries must pass the Test of English as a Foreign Language.



## ACADEMIC REGULATIONS

### 5. Credentials Required for Admission

Students with no college experience are required to furnish credentials as follows for admission to the freshman class:

A. High School Transcript. An official transcript of high school credits showing that he has met requirements for graduation.

B. Application. The application for admission must be completed one week before the first day of registration (see college calendar).

This includes all credentials required by the admissions office.

C. Application Fee. A fee of \$5 with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)

D. Missouri Southern State College will require additional credentials from students whose application credentials raise questions about their acceptability into the student body. While the college makes every effort to give each applicant an opportunity for a college education, it reserves the right to deny admission when the College's ability to meet the need of the student and/or the welfare of the student body are in question.

F. Students who do not attend Missouri Southern State College within one year after making application, must submit new credentials when seeking admission again.

G. Admission to Missouri Southern State College does not automatically confer admission to the nursing program, radiologic technology, dental hygiene, etc. In addition to meeting the admission requirements for the College, candidates who are interested in these health career programs are required to apply for admission to the department. Application forms may be obtained from the Department of Nursing Office, Kuhn Hall, the Radiology Department of St. John's Medical Center or the Dental Hygiene Department Office. Applications should be

submitted prior to March 1, preceeding the Fall Semester during which you wish to enter. Each application is reviewed by the Admission Committee of the respective department. See nursing department page 140, dental hygiene department page 168, or radiologic technology under affiliated programs for full information on admission and acceptance criteria.

H. Veterans who plan to attend under the G.I. Bill of Rights or Veterans' Orphans Act must present a certificate of eligibility at the time of registration.

Students transferring from other colleges must present the regular credentials listed above for freshman plus official college transcripts and statements of honorable dismissal from each institution attended after high school graduation.

Former Missouri Southern State College, Junior College of Jasper County, and Joplin Junior College students must inform the Office of Admissions of their intention to return. When necessary, these students will be required to update their credentials.

### 6. Placement Tests.

Missouri Southern State College participates in the American College Testing Program. Scores from this test battery must be presented, within three years from the time the test was taken, as an admission credential. These tests are administered at Nationally approved test centers five times a year. Missouri Southern State College is a test center.

### 7. Resident Credits from Institutions of Equal Standing with Missouri Southern State College.

Credits transferred from accredited colleges will be given full value in similar courses whenever possible. The amount of credit given for courses studied in other institutions may not exceed the amount given at Missouri Southern for the same



## ACADEMIC REGULATIONS

length of time of instruction. Students may not transfer credits to satisfy more than one-half the major course requirements for a department unless he has the approval of the Vice President for Academic Affairs.

### **8. Transfer of Resident Credits from a Junior College.**

Credits will be accepted by transfer from a junior college to meet lower division requirements only. This means that students will not receive credit by transfer from a junior college for more than 64 hours. A minimum of 60 semester hours must be earned in a senior college. Upper division courses carrying a grade of D will not be accepted for credit at Missouri Southern State College. Transfer students must also take the senior year or 30 out of the final 36 hours in residence at Missouri Southern State College.

### **9. Correspondence and Extension Credit.**

Missouri Southern will accept a maximum of twelve semester credit hours earned through correspondence and/or extension from another institution if that institution is fully accredited. A current student may not enroll in a correspondence course without prior approval of the Vice President for Academic Affairs.

### **10. Advanced Standing Examination.**

A student whose travel, employment, extensive readings or other unique educational experiences appear to have given him proficiency in a course required in his curriculum equivalent to that ordinarily attained by those taking the course in regular class, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a comprehensive test designed by the department to cover the subject more fully than a regular final examination.

In addition to having the above qualifications, a student in order to receive credit for an advanced examination must:

A. Be enrolled in college at the time of the examination;

B. Not have taken an examination over the course within the preceding six months;

C. Not have credit in a more advanced course in the same field.

D. Be working toward a degree at Missouri Southern State College;

E. Have the approval of the head of the department in which the course is offered.

After a student has taken a departmental examination, the professor will transmit the grade to the Vice President for Academic Affairs Office. If performance is equated as a "C" grade, the Registrar will record the credit.

Students may initiate an examination in the CLEP Program by contacting the Director of Testing and Guidance. A student may initiate a departmental test with the head of the department.

After the student has taken the CLEP Examination, the test will be graded in Princeton, New Jersey. Scores will be sent to both the Vice President for Academic Affairs and the student. If performance is equated as a "C" grade, the Registrar will record the credit.

Missouri Southern State College participates in the CLEP General Education Program. Entering freshmen who have delayed college entrance by as many as three years since high school graduation may take the CLEP General Examination. A student may earn a maximum of six hours credit in each of the five divisions of the test for a total of 30 hours. Credit will be granted only if the score is 500 or above on the mathematics, humanities, natural sciences, and social sciences and history. A score of 610 will be required on the English examination.



## ACADEMIC REGULATIONS

### 11. Validation Examinations.

A student who has earned credit in a course which Missouri Southern State College refuses to accept because of the method in which the course was taken, or because the institution at which the course was taken was not accredited, may apply for a validation examination. In order to qualify for a validation examination, a student must:

A. Be enrolled in college at the time he takes the examination;

B. Present the necessary evidence to prove that he has taken the course;

C. Get approval from the Registrar, the School Dean and the Head of the Department in which the course is offered to take the examination;

D. To initiate the proceedings within the first eight weeks after entering college.

The student initiates his request for examination at the Registrar's Office. The School Dean and the Department Head will appoint a professor to construct, administer, and evaluate the examination. The result is reported to the Registrar who records the grade if it is "C" or above.

### GENERAL REQUIREMENTS FOR GRADUATION

### 12. Catalog Used as a Basis for Degree Requirements.

A candidate for a degree may use as a basis for degree requirements the general catalog issued for any year following the date of his first registration in the college, so long as it is not more than five years prior to the date the degree is to be conferred. The candidate must have been in residence during the year of the catalog selected. The degree requirements in this catalog, 1980-81, become effective June 1, 1980

### 13. Degrees.

Major	BA	BS	BSBA	BSED	*BGS	Other
Accounting			X			Associate
Art	X			X		
Automotive Technology						Associate
Biology		X		X		
General Business			X	X		Associate
Chemistry	X	X		X		
Computer Science						Associate
Criminal Justice Administration		X				
Data Processing						Certificate
Dental Assisting						Certificate
Dental Hygiene						Associate
Drafting & Design						Associate
Economics & Finance			X			
Elementary Education				X		
English	X	X		X		
Environmental Health		X				Associate
History	X					
Industrial Arts Education				X		
Law Enforcement						Associate
Machine Technology						Associate
Management Technology		X				
Marketing & Management			X			
Mathematics		X		X		



## ACADEMIC REGULATIONS

Medical Technology		X		
Music	X		X	
Nursing				Associate
Office Administration				Associate
Physical Education			X	
Physical Science			X	
Physics		X	X	
Political Science	X			
Pre-Agriculture				Associate
Pre-Dentistry				Associate
Pre-Engineering				Associate
Pre-Journalism				Associate
Pre-Medicine				Associate
Pre-Optometry				Associate
Pre-Pharmacy				Associate
Psychology	X	X		
Psychology-Special Education			X	
Radiologic Technology				Associate
Secretarial Science				Certificate
Social Science			X	
Sociology	X	X		
Spanish	X		X	
Speech & Theatre	X		X	
Speech	X			
Theatre	X			

\*This program designed for the student who finds that the present degree program (Majors) at the College will not enable him—her educational objectives. The program may or may not prepare a student for a particular occupation or entry into a professional school. Students should see the Registrar for full particulars on the program.

### 14. Baccalaureate Degrees.

**A. Residence**—The student must have earned thirty out of the final thirty-six semester hours in residence at Missouri Southern State College. (This regulation does not apply to three-one affiliation programs.)

**B. Credit Hours**—At least one hundred twenty-four semester hours of college credit applicable to a baccalaureate degree are required to qualify for graduation.

**C. Grade Point Average**—A 2.0 cumulative grade point average on all credit hours attempted is required.

The courses making up the major field of study must also carry a 2.0 or above. See the Department of Education for the special requirements in the Teacher Education Program.

**D. Upper-Division Hours**—A minimum of forty semester hours in upper division courses (those with numbers in the 300's and 400's) must be presented to meet the graduation requirements. Reasonable adjustments are made for three-one affiliation programs.

**E. Foreign Language**—All students expecting to graduate with a Bachelor of Arts degree must suc-



## ACADEMIC REGULATIONS

cessfully complete 10 hours of the same foreign language as a part of his or her graduation requirements.

**F. Special Education**—All students expecting to graduate with a Bachelor of Science in Education degree must successfully complete 2 hours of Special Education (Educ 302) as a part of his or her graduation requirement.

**G. Time of Graduation**—A student may complete graduation requirements at the close of any semester. Formal announcement of graduation is made and degrees are conferred at the close of the spring semester. All students completing graduation requirements since the preceding commencement are expected to participate in the commencement activities.

**H. Major Field**—A minimum of 12 upper division credit hours must be earned in the major field. The grade point average for courses making up the major must be 2.0 or above. A minimum of 15 semester hours must be taken at Missouri Southern State College.

**I. Placement Services**—Each degree candidate must register in the Placement Office.

**J. Degree Candidacy Application**—Each student must make application for degree candidacy when pre-registering for his final semester in the school year in which he is to receive his degree. The application form is available in the office of the Registrar.

**K. Educational Methods Course**—These courses, including student teaching, are applicable only to the Bachelor of Science in Education degree.

**L. Correspondence and Extension Credit**—A maximum of twelve semester hours of correspondence and extension credit may be considered for admission to the degree.

**M. General Education Requirements**—Missouri Southern State College has a program of General Education that contributes toward the development of the whole person, as an individual and as a member of society.

To accomplish this goal the student pursues a carefully planned and correlated program of courses. The courses selected to fulfill the General Education requirements:

- (1) improve skills of communication and mathematical proficiency;
- (2) give an understanding of leading intellectual ideas of western civilization;
- (3) create an appreciation of our cultural and political heritage;
- (4) emphasize responsibility as a citizen;
- (5) aid in the development of creative and independent thought and expression;
- (6) provide knowledge and understanding of the physical universe;
- (7) develop awareness of the importance of health and physical fitness; and
- (8) afford experiences conducive to the development of strong character and personality.

## BACCALAUREATE DEGREE

### Area 1. Basic Requirements

- A. English Composition (Eng. 101 and 102)  
(or achievement of the required competency level which can be done in 3 hours (Eng. 111)  
or as many as 11 hours (Eng. 100, 101, 102)

Credit Hours  
Required  
6



## ACADEMIC REGULATIONS

B. Speech (Select one)		3
100 Speech Techniques	(3)	
13 Voice and Articulation	(3)	
302 Business & Professional Speech	(3)	
C. Mathematics (110 or above)		3
D. Physical Education:		4
HPER 101 Intro to P.E.	(2)	
HPER 160 Personal Health	(2)	
<b>Total for Area 1.</b>		<b>16 hours</b>
<b>Area 2. Humanities and Fine Arts</b>		<b>Credit Hours Required</b>
Literature (at any level for which the student is qualified)		3
Select two courses (not in same area of study.)		6
Art	(3)	
Theatre	(3)	
**Foreign Language	(6-10)	
Literature	(3)	
Music	(3)	
Philosophy	(3)	
**May be counted as one course only if the student had more than one course in the same Foreign Language.		
Ten hours of one foreign language is required of all students graduating with the Bachelor of Arts Degree. See page 114.		
The Bachelor of Arts degree students, who must take foreign language as a degree requirement, may apply three hours of foreign language taken beyond the degree requirement toward the humanities and fine arts general education requirements.		
<b>Total for Area 2.</b>		<b>9 hours</b>
<b>Area 3. Natural Science</b>		<b>Credit Hours Required</b>
Biology		4
Physical Science		5
<b>Total for Area 3.</b>		<b>9 hours</b>
<b>Area 4. Behavioral and Social Sciences</b>		<b>Credit Hours Required</b>
History 110 or 120 (U.S. History)		3
PSc 120 Gov't: Nat'l, State, Local		3
Econ 180 (or any other Economics Course for which the student might qualify)		3
Select One:		3
Psychology	(3)	
Sociology	(3)	
Economics	(3)	
History	(3)	
Political Science	(3)	
Geography	(3)	
<b>(3) Total for Area 4.</b>		<b>12 hours</b>
<b>Total General Education Requirements</b>		<b>46 hours</b>



## ACADEMIC REGULATIONS

### 16. Associate of Arts Degree.

- A. Credit Hours**—A minimum sixty-two semester hours must be completed.
- B. Residence**—The last fifteen semester hours must be completed in residence at Missouri Southern State College.
- C. Grade Point Average**—Minimum cumulative and major field grade point average must be 2.0.
- D. Major Field**—The student must meet the course requirements of the particular

quirements of the particular pre-professional program he selects. Or, the degree may consist of the general education courses plus additional hours adding up to 62, as approved by the adviser and the Vice President for Academic Affairs.

- E. General Education Requirements**—The degree requires completion of the general education requirements which are:

		Credit Hours Required
<b>Area 1. Basic Skills</b>		
English 101-102, English Comp		6
Select One:		3
Speech 100, Speech Techniques	(3)	
Speech 131, Voice & Articulation	(3)	
Mathematics (110 or above)		3
Physical Education		2
Select One:		
HPER 101, Intro to PE	(2)	
HPER 160, Personal Health	(2)	
<b>Total for Area 1.</b>		<b>14 Hours</b>
<b>Area 2. Behavioral &amp; Social Sciences</b>		
History 110 or 120, History of United States		3
Select two		6
Political Science 120, Government: National,		
State, Local	(3)	
History	(3)	
History	(3)	
Geography	(3)	
Geography	(3)	
Psychology	(3)	
Sociology	(3)	
Economics	(3)	
<b>Total for Area 2.</b>		<b>9 hours</b>



## ACADEMIC REGULATIONS

	Credit Hours Required
<b>Area 3. Humanities and Fine Arts</b>	
Any 3 hours of literature courses for which the student is qualified.	3
Select One:	3
Music 110, Music Appreciation (3)	
Art 110, Introduction to Art (3)	
Theatre 110, Theatre Appreciation (3)	
Philosophy 201, Introduction to Philosophy (3)	
<b>Total for Area 3.</b>	<b>6 hours</b>
<b>Area 4. Natural Sciences</b>	
Any biological or physical science	4
<b>Total for Area 4</b>	<b>4 hours</b>
<b>Total general education credit required—33.</b>	

### 17. Associate of Science Degree.

- A Credit Hours**—A minimum of sixty-two semester hours must be completed.
- B Residence**—The last fifteen semester hours must be completed in residence at Missouri Southern State College.
- C Grade Point Average**—The minimum cumulative and major field grade point average must be 2.0.

**D Major Field**—The student must meet the course requirements in the particular program of study he selects as approved by his adviser.

**E General Education Requirements**—The degree requires completion of the general education courses as well as those outlined in his major field of study. The general education required courses are:

	Credit Hours Required
<b>Area 1. Basic Requirements</b>	
English 101, English Composition	3
Mathematics (30 or above)	3
Speech	3
Physical Education	
Select One:	2
HPER 101, Intro to PE (2)	
HPER 160, Personal Health (2)	
<b>Total for Area 1.</b>	<b>11 Hours</b>



## ACADEMIC REGULATIONS

		Credit Hours Required
<b>Area 2. Social Science</b>		
Select One:		3
History 110 or 120, History of the U.S.	(3)	
Political Science 120, Government: National State, Local	(3)	
Select One:		3
Sociology	(3)	
Psychology	(3)	
<b>Total for Area 2</b>		<b>6 Hours</b>
<b>Area 3. Humanities and Fine Arts</b>		
Select One:		3
Theatre 110, Theatre Appreciation	(3)	
Philosophy 201, Introduction to Philosophy	(3)	
Music 110, Music Appreciation	(3)	
Art 110, Introduction to Art	(3)	
<b>Total for Area 3.</b>		<b>3 hours</b>
<b>Area 4. Natural Sciences</b>		
Select One:		4
Biology 100, General Biology	(4)	
Physics	(5)	
Chemistry	(5)	
Geology	(5)	
<b>Total for Area 4</b>		<b>4 hours</b>
<b>Total general education credits required—24.</b>		

### 17. Physical Education Requirements.

All students are required to satisfactorily complete 4 hours of physical education before they are permitted to graduate. Currently students must complete HPER 160, Personal Health, and HPER 101. HPER 101 is a two-credit hour course consisting of two hours of laboratory per week and one hour of lecture per week. Credit can be given only if both laboratory and lecture are completed.

Students should take these courses during the freshman and sophomore years. Students who meet the following conditions may be exempt from all or part of this requirement.

A. Students who transfer from colleges where physical education is not taught will be exempt from the requirement as follows: (1) Students transferring less than 15 semester hours will not be exempt from any of the requirements; (2) Students transferring 15 to 29 semester hours will be exempt from 2 hours of physical education; (3) Students transferring 30 hours or more will be exempt.

B. Upon presentation of proper documentation to the Registrar, a veteran may petition for exemption from physical education.



## ACADEMIC REGULATIONS

### 18. State Legislation Requirement.

Sections 10373, 10374, 10374a, 10374b, 10374c (S.C.S. for S.B.4) of the Laws of Missouri, 1947 (6th General Assembly), prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have completed courses of instruction in and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, including the study of American institutions."

Students may comply with the law (1) by completing courses embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work, or (2) by certification of the completion of such requirements in another collegiate institution.

All students who have completed the general education requirements in Area 2 meet the requirements of Missouri law. Out of state students who do not take Area 2 at Missouri Southern State College must pass a special examination on the new Missouri Constitution.

School Laws of Missouri 1974, requires that persons cannot be granted a certificate or license to teach in the public schools of Missouri unless he or she has satisfactorily completed a course of two or more semester hours in the psychology or education of the exceptional child. This requirement can be met by taking the course, Psy. 302.

### 19. All Work Must Be Completed.

Degrees are conferred only at scheduled commencement exercises. If a student completes requirements for a degree after a commencement date, his degree will be granted at the next scheduled commencement. He may receive a certified statement of completion of graduation requirements at the Office of the Registrar. No student will be permitted to participate in the commencement exercise unless his name appears on the commencement program.

### 20. Presence at Commencement Exercises.

A student ready for graduation must be present at commencement in order to receive his degree. A candidate may graduate **in absentia** with the permission of the Vice President for Academic Affairs.

### 21. Degree Candidacy Application.

Each student must make application for degree candidacy when pre-registering for his final semester in the school year in which he is to receive his degree. The application form is available in the Office of the Registrar.

### 22. Payment of Graduation Fees.

The graduation fee is due not later than the beginning of the semester in which the graduation takes place.

## OTHER GENERAL REGULATIONS

### 23. Classification of Students.

**Freshman:** 0-29 Hours

**Sophomore:** 30-59 Hours

**Junior:** 60-89 Hours

**Senior:** 90 and above.

**Special Admission:** See page 49.

**Post Graduate:** Persons having completed a baccalaureate degree but taking courses for purpose of teacher certification, job preparation, and additional degree, or personal profit.



## ACADEMIC REGULATIONS

**Transient:** Students in good standing at other colleges and universities wishing to enroll at Missouri Southern State College for the purpose of transferring back to their institutions the credit earned. Admission requires completion of the application form, payment of the \$5.00 application fee, and a statement of good standing from the Vice President for Academic Affairs or Registrar of the student's home college or university.

**Full-Time:** A student enrolling for 12 or more semester hours.

**Part-Time:** A student enrolling in 11 or less semester hours.

### 24. Dual Credit.

A student who desires to earn credit concurrently at another institution or through correspondence, extension, advanced standing examinations, or USAFI examinations while enrolled in residence at Missouri Southern State College must secure advanced approval from the Vice President for Academic Affairs. Exceptions: Armed Forces Personnel will be granted sixty days from the date of their first enrollment to establish, through USAFI examinations, advanced standing in subject matter which they mastered while in the Armed Forces.

### 25. Second Baccalaureate Degree.

A student may receive a second Baccalaureate degree when he has completed the first degree and all the requirements of the second degree.

(Exception: Students may not count the professional education courses of the first degree as electives toward the second degree). The "Residency" requirements **does** apply.

### 26. Transcript Below "C" Average.

Students who are accepted with a below "C" transcript and who are

below the minimum standards for progress, paragraph 40, will be placed on Academic Probation. Missouri Southern State College accepts all grades from any equally accredited institution including both "D's" and "F's."

### 27. Grade Reports.

Grade reports are normally available within one week after the semester closes.

### 28. Mid-Semester Grades.

All students earning a "D" or an "F" in any course will receive a report following the eighth week of each semester.

### 29. Maximum Credit Hour Load.

All hours enrolled in above 18 shall be regarded as excessive and shall require a written petition signed by the student's division dean. Exception: Students in Music may carry 20 hours without petitioning for excessive hours.

### 30. Late Registration.

No student will be permitted to enroll in a regular semester after the second week of classes and in a summer session after one week of classes. Any student enrolling after classes begin will pay a late enrollment fee.

### 31. Withdrawal from College.

A student who wishes to withdraw will initiate his withdrawal in the Office of Academic Services (Hearnes Hall 130). A student who withdraws prior to the end of the twelfth week of a regular semester and the end of the sixth week of a summer session will receive a "W" on his permanent record. If the student withdraws after these deadlines, his courses will be listed on his permanent record with a grade of "F." Students who leave school without officially withdrawing shall receive grades of "F" in all courses.



## ACADEMIC REGULATIONS

### 32. Dropping Courses.

A student may initiate the dropping of a course in the Registrar's Office. Deadlines and grades cited in paragraph 31 apply.

### 33. Adding Courses.

A student may initiate the adding of a course in the Registrar's Office. A student will be permitted to add a course only upon the approval of his advisor. A fee of \$2.00 will be charged each time a student changes his program not at the request of the college. No course may be added after the second week of classes in a regular semester and after the first week of classes in the summer session.

### 34. Class Attendance.

The primary objective of student and professor is the student's attainment of course goals. It is recognized that normally those students who achieve well are regular in class attendance. The professor, when giving a final semester grade, bases his evaluation on how well the student has achieved the course goals.

The student who misses a class does so at his own risk. He must assume the responsibility for work missed because of class absences. Professors are willing to assist students whose absences are caused by valid illnesses, college approved activities, and extenuating circumstances. The professor may require whatever evidence he needs to support the reason for absence. If a student is absent two class meetings more than the credit hours of the course, the student may be dropped from the course. However, if that student is maintaining a grade of "C" or better, he cannot be dropped from the course without his permission.

Because the attendance record is significant to the total record and useful in guidance and counseling, the professor keeps a record of individual class attendance. When he believes the absences are excessive he will report the fact to the Student

Services and they will in turn counsel with the student. The total number of student absences in a class will be reported to the Registrar's office along with the final grade at the end of the semester.

The student should be aware that absenting himself from the class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

### 35. Grading System.

Grade	Grade Points
A—Superior.....	4
B—Above Average.....	3
C—Average.....	2
D—Minimum Passing.....	1
F—Failing.....	0
W—Withdrawal.....	0
I—Incomplete.....	0
AU—Audit (registration without credit)	
Cr—Credit (course passed with no specific grade)	

An incomplete must be made up by the end of the next semester or it will automatically be converted into an F. The student is to arrange with his professor the work essential to change the incomplete into a regular grade. Both credit and grade points are suspended until the incomplete (I) is converted to either a passing grade or an F.

A grade point average (GPA) at the end of any semester is the total number of grade points earned divided by the total number of hours attempted.

### 36. Official Transcripts.

An official transcript of the student's academic record bears the registrar's signature and the college seal. Missouri Southern State College assumes no responsibility for the accuracy of a transcript after it leaves the registrar's office.

Up to two weeks must be allowed after the close of a semester for the issuance of an up-to-date transcript. The transcript request must be made in writing. Each student is entitled to



## ACADEMIC REGULATIONS

two (2) free transcripts. Additional copies cost \$1.00 each. No transcript will be issued unless all bills to Missouri Southern State College are paid or are current according to agreement with the business office.

### 37. Auditors.

With the consent of the dean of the School and the instructor concerned, a student may be admitted to a course as an auditor.

Auditors must be registered and pay fees as a regular or special student. They receive no college credit.

Courses taken for credit cannot be changed to an audit during the semester. Neither can a course taken for audit be changed to credit during the semester.

### 38. Good Standing and Eligibility.

Students enrolled at Missouri Southern State College are in good academic standing when they meet the normal progress toward graduation as described below. Those falling below the prescribed norm will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension.

Exception: Students receiving financial aid. See Page 40.

Those students competing in inter-collegiate athletics or in organizations representing the college off campus are ineligible to participate in these programs when they fall below the norms set for minimum standards of progress.

### 39. Academic Bankruptcy.

A student may petition the Academic Policies Committee that one semester of his academic work be disregarded in computing his academic record. To be eligible for petitioning, a student must be currently enrolled, in good standing, and he must document the unusual conditions which

justify his petition. The petition may be initiated in the Registrar's Office.

Academic Bankruptcy can never be used as a means of obtaining academic honors or athletic eligibility. Academic Bankruptcy will not remove grades from the student's permanent record. It merely allows one semester of recorded work to be eliminated in computing the student's scholastic average.

### 40. Standards of Progress Toward Graduation.

A student's cumulative grade point average (GPA) is used to evaluate his progress. If the grade point average falls below the minimum standards of progress, his work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

#### For Associate Degree Candidates

Hours Attempted	Grade Point Avg.
1-17 semester hours	1.5
18-33 semester hours	1.6
34-43 semester hours	1.75
44-55 semester hours	1.9
56 and above	2.0

#### For Baccalaureate Degree Candidates

1-17 semester hours	1.5
18-33 semester hours	1.6
24-46 semester hours	1.75
47-62 semester hours	1.8
63-77 semester hours	1.85
78-93 semester hours	1.9
94-107 semester hours	1.95
108 and above	2.0

### 41. Academic Probation, Suspension, and Reinstatement.

Each student should consider a grade point average of less than 2.0 as a warning.

Those falling below the standards of progress toward graduation will be placed on academic probation. If the grade point average is not raised to the minimum standard of progress



## ACADEMIC REGULATIONS

during the probationary semester, the student is subject to immediate academic suspension from the college.

A student receiving academic suspension must stay out of Missouri Southern State College one semester.

Students completing their semester of suspension must re-apply for admission through the Office of the Registrar.

Re-entry may be denied by the Vice President for Academic Affairs if the student cannot present evidence that indicates a high probability of academic success.

### 42. Repetition of Courses.

A course in which a student has made a grade of D or F may be repeated. The grade and grade points in the repeated class will be cancelled and the second grade will be used in computing grade point averages.

### 43. Honor Roll.

**Dean's Honor Roll**—To be placed on the Dean's Honor Roll, the student must be an undergraduate in regular standing and earn a minimum of 3.5 out of a possible 4.0 points on twelve or more semester hours during the fall and/or spring semesters.

### 44. Graduation Honors.

In recognition of superior scholarship, the college awards honors to associate degree and baccalaureate degree graduates as follows:

**Associate Degree.** The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern State College. The cumulative grade point average required to receive First Honors is 3.75; Second Honors, 3.65; and Third Honors, 3.50.

**Baccalaureate Degree.** Cum Laude is awarded those students who have a cumulative grade point average of 3.3.

Magna Cum Laude is awarded those students who have a cumulative grade point average of 3.7.

Summa Cum Laude is awarded those students who have a cumulative grade point average of 3.85.

Eligibility for any one of the three honors also requires the candidate to study all his junior and senior years at Missouri Southern State College and earn a minimum of 60 semester hours of credit.

### 45. Course Numbers and Levels.

#### Course Numbers:

- 0-99 Not applicable toward baccalaureate degree.
- 100-199 Primarily for freshman
- 200-299 Primarily for sophomores.
- 300-399 Primarily for juniors.
- 400-499 Primarily for seniors.

Normally courses numbered 100-299 are considered junior or lower division level courses, and those numbering 300-499 are senior or upper division level courses. There are more significant distinctions between the sophomore and junior years than within the levels of the lower and upper divisions.

The student should check the catalog description of the course to see whether the second semester of a sequence course makes the first semester prerequisite.

Freshman are not permitted to take any course above the two hundred level unless qualified by advanced placement tests. The exception is infrequent.

All courses offered by this college are listed beginning on page 70 of this catalog. Immediately following each course title is a letter abbreviation of the semester in which this course is to be offered. Students and faculty should use this as a guide in considering future enrollment. **HOWEVER, THIS SHOULD NOT BE INTERPRETED AS A CONTRACT. MISSOURI SOUTHERN STATE COLLEGE RESERVES THE RIGHT TO DEVIATE FROM THIS COMMITMENT WHEN ENROLLMENT, OR OTHER FACTORS DICTATE.**



## ACADEMIC REGULATIONS

### 46. Course Numbering System.

Missouri Southern State College has adopted a course numbering consistent with a national system and designed for computer processing. In this system there are listed large areas of knowledge and training, and within each area there are subdivisions. Missouri Southern is using a seven-digit number, such as 0502-101. The number 05 identifies the large area of Business Management. The number 02 identifies a subdivision of accounting. The first four numbers then are the new standardized national system of numbering, and the last three numbers are Missouri Southern's system of numbering her individual courses within each department.

Below are two lists: First, the list of the large divisions available at Missouri Southern. Second, the list of the departments with their symbols and numbers.

### DEPARTMENTS, THEIR SYMBOLS, AND THEIR NUMBERS AT MSSC

Accounting (Acct.) 0502  
Art (Art) 1002, 03  
Automotive Technology (Auto) 5306  
Aviation (AV) 5302  
Biology (Bio) 0401 to 0499  
Business, General (CB) 0501, 03, 06, 99  
Chemistry (Chem) 1905, 06, 07, 08, 99  
Computer Science (Comp.) 5101, 02, 03, 04  
Criminal Justice Administration (CJA) 5505  
Dental Assistant Technology (DAT) 5202  
Dental Hygiene Technology (DHT) 5203  
Drafting and Design (DD) 5303, 04  
Economics (Econ.) 0517  
Education (Educ.) 0802, 03, 10, 11, 16, 17, 21, 27, 29, 30, 33, 34, 99  
English (Eng.) 1501, 02, 03, 99

### Large Academic Divisions of Knowledge and Training (Baccalaureate Degree Level)

04 Biological Sciences  
05 Business and Management  
06 Communications  
08 Education  
10 Fine and Applied Arts  
11 Foreign Languages  
12 Health Professions  
15 Letters  
17 Mathematics  
19 Physical Sciences  
20 Psychology  
22 Social Sciences

### Technological and Occupational Curriculums (Associate Degree Level)

50 Business and Commerce Technologies.  
51 Data Processing Technologies  
52 Health Services and Paramedical Technologies  
53 Mechanical and Engineering Technologies  
54 Natural Science Technologies  
55 Public Service Related Technologies

Foreign Language:  
French (Fren.) 1102  
German (Ger.) 1103  
Spanish (Span.) 1105  
Geography (Geog.) 2206  
Geology (Geol.) 1914  
Health Facilities Administration (HA) 5218  
Environmental Health Technology (EHT)  
(4-Yr.) 1299  
(2-Yr.) 5408  
History (Hist.) 2205  
Industrial Arts (IA) 0839  
Journalism (Jour.) 0602  
Law Enforcement (LE) 5505  
Machine Technology (MT) 5315  
Marketing and Management (MM) 0509  
Mathematics (Math) 1701, 02, 03, 99  
Medical Technology (MT) 1223  
Military Science (MS) 1801



## DEPARTMENTS, SYMBOLS & NUMBERS

Music (Mus.) 1004, 06  
Nursing (Nur.) 5208  
Office Administration (OA) 0514  
Paralegal Studies (PLS) 1499  
Philosophy (Phil.) 1509  
Physical Education, Health,  
Recreation  
(HPER) 0835, 36, 37  
Physics (Phys.) 1901, 02  
Political Science (PSc) 2207  
Psychology (Psy.) 2001, 02, 05, 06,  
09, 10, 11, 22, 99  
Radiologic Technology (RT) 5207  
Sociology (Soc.) 2208  
Speech (Spch.) 1506  
Theatre (Th.) 1007

47. The Revised Standards for Veterans' Educational Benefits as adopted by the State Board of Education on February 17, 1977, are available in the Veterans Affairs Office. Each veteran should see the veteran counselor or veterans representative regarding these policies.

48. Any exceptions to the regulations above must receive written approval from the Vice President for Academic Affairs.





# THE CURRICULUM

## SCHOOL ORGANIZATION AND OBJECTIVES

The college is organized into four schools, each with a dean as its executive. The schools are subdivided into departments. The schools and departments are under the administrative supervision of the Vice President for Academic Affairs.

The schools objectives and programs are as follows:

**I. School of Business Administration** (Departments of accounting, economics and finance, general business, marketing and management, and office administration):

(1) Preparing individuals to enter the business community and perform effectively and responsibly in the diversified areas of industry, commerce and government; (2) Preparing individuals for positions of responsibility and leadership; (3) Preparing individuals to teach business subjects on the secondary level; (4) Provide a background sufficient to successfully pursue advanced degrees in the diversified areas of business.

It is the primary purpose of the School of Business Administration to continuously develop and improve the caliber of instruction, programs, and courses which will achieve these objectives and, thereby, fulfill the educational needs and goals of the individuals previously mentioned.

The School of Business Administration offers three baccalaureate degree programs, an associate degree, and a certificate of achievement:

1. Bachelor of Science in Business Administration with majors in:
  - (a) Accounting
  - (b) Economics & Finance
  - (c) General Business
  - (d) Marketing & Management
2. Bachelor of Science with a major in Management-Technology.
3. Bachelor of Science in Education (two plans).
4. Associate of Science degree with majors in:
  - (a) Accounting
  - (b) General Business
  - (c) Secretarial Science
5. Certificate of Achievement: Secretarial Typist

**II. School of Education and Psychology** (Departments of elementary education, secondary education, health, physical education and recreation, and psychology):

The programs of this school are designed to reflect the following general aims:

(1) To prepare persons who demonstrate by their behavior the professional, social, emotional, and intellectual maturity necessary to perform effectively as elementary and secondary school teachers; (2) To prepare person who display a meaningful philosophy of living and a dedication to service; (3) To prepare persons who indicate in their daily lives a concern for and knowledge of good physical and mental health;



(4) To teach creative and beneficial leisure-time activities that will serve the student throughout life; (5) To prepare persons with a degree of understanding in the area of psychology, which is necessary to perform well as a graduate student or to be of service to society in a service vocation.

The school provides specific course work leading to the degrees of Bachelor of Science in Education, Bachelor of Arts with a major in Psychology, Bachelor of Science with a major in Psychology, and a Bachelor of Science in Education with a major in Special Education-Psychology.

More specifically the Department of Education is responsible for teaching and coordinating of the professional education sequence in the Bachelor of Science in Education degree. It also administers the major programs in elementary education and special education. The department of Health, Physical Education and Recreation serves the basic requirements for all college students, provides a major in professional physical education, and provides minors in driver education instruction and athletic coaching. The Department also supervises the women's and men's intramural sports programs.

### **III. School of Arts and Sciences:**

#### **Objectives of departments of fine arts, language and literature**

These departments comprise those areas of learning in which the student is made aware of some of mankind's greatest thought and noblest art. Through the study of art, journalism, language, literature, music, philosophy, speech, and theatre, the student enlarges his capacity to express himself and at the same time develops his ability to comprehend and appreciate the creative efforts of others.

These departments are concerned with creative self expression, although distinct in that each is a specific discipline or area of study.

A. Viewed in relation to the total college curriculum, the functions of the departments are twofold:

1. General Education—Certain courses offered in every area of Humanities and Fine Arts are especially designed to make available to each student skills and understanding which greatly add to his personal development, regardless of his specialization. (a) Through courses in English and speech he will increase his ability to read, write, and speak his own language and deepen his understanding of its literature. (b) By studying foreign languages, he will learn to communicate with people of other nations and to appreciate the intellectual contributions of cultures other than his own. (c) Through participation in theatre, he will develop poise and power of oral expression. (d) In a guided study of the masterpieces of music and art, he will learn to enjoy and appreciate world treasures. (e) In philosophy, he will become familiar with the problems of knowledge, the natural world, and society, and with the quest for the good life.



## **DIVISIONAL OBJECTIVES**

2. Major or area of concentration—To achieve a high level of competency in his special interests, a student elects an area of concentration. (a) Programs in art, English, foreign languages, speech, theatre, and music form major areas for candidates for the Bachelor of Science in Education degree. (b) A lesser concentration in several of these areas is required for a Bachelor of Science in Education degree with a major in elementary education. (c) Students not planning to teach but desiring competency in an area may elect to receive a Bachelor of Arts degree for personal enrichment or as preparation for graduate study.

B. In addition to curricular functions, the departments exert a strong influence upon the cultural life of the college and community.

1. The musical and dramatic performing organizations offer opportunities for participation to all qualified students, thus serving as a valuable outlet for aesthetic self-expression.

2. The regular publication of the college newspaper, *The Chart*, not only provides practical experience for students interested in journalism, but also serves the college community and alumni with reports of college activities.

3. The creative arts publication written and edited by MSSC students, under the sponsorship of the English and Fine Arts Departments, serves the dual purpose of providing an outlet for artistic and literary expression and practical experience in the editorial functions associated with publishing. Through this medium, young writers and artists may not only gain experience in the development of their talents, but also enrich the cultural resources of the college community. This is an opportunity that they and their editors have for speaking to and for the other students; and, at the same time, for interesting, entertaining, and influencing all at MSSC.

4. Displays of art works by students and faculty in the Art Gallery and in the exhibits sponsored by Spiva Art Center, housed in the Gallery, stimulate the artistic community.

5. The services of members of the faculty of all departments to community organizations—professional, cultural and civic—aid in acquainting the public with the programs of the college.

### **Objectives of departments of biology, chemistry, geology, mathematics, and physics**

To support the purposes and objectives of the college by coordinating the various departments of science and mathematics in order to aid the student to: (a) become more knowledgeable about the biological and physical aspects of the earth and universe: (b) understand and use the scientific method: (c) gain a comprehensive understanding of subjects for teaching (if teaching is the goal); have a broad base of learning and understanding, regardless of the major field of study selected, through general education courses. The school also meets needs of students preparing for engineering, dentistry, medical technology, medicine and nursing.



### **Objectives of departments of geography, history, political science, and sociology**

The purposes are to provide the student with the skill, attitudes, and understanding necessary to give life direction and meaning; to encourage the student to think and to evaluate the broad issues of life; and to stimulate his acquiring new interests that he may pursue for the sheer pleasure of learning.

The school has a special concern in the preparation of social science teachers for the schools of Missouri and the undergraduate education of students who are planning careers in government and community service.

The objectives of the school are:

1. To prepare students for certification as social science teachers in the elementary and secondary schools.
2. To provide the undergraduate education needed for students desiring to continue graduate work in history, political sciences or sociology.
3. To provide a program of extracurricular activities that aid in introducing the student to his future role of service to community and nation.

**IV. School of Technology** (Departments of Automotive Technology, Aviation, Computer Science, Criminal Justice, Dental Assisting, Dental Hygiene, Drafting & Design, Environmental Health Technology, Health Administration, Industrial Arts, Law Enforcement, Machine Technology, Medical Technology, Military Science, Nursing, and Radiologic Technology.

(1) To provide an opportunity for post-high school education for students seeking skills preparing them for employment. (2) To give both specialized instruction and general education in sufficient balance to prepare for living as well as working in society. Student enrolling in the specialized courses of this division should know that some of them may not be applicable toward a baccalaureate degree if he should later decide to seek it.



# COURSES OF INSTRUCTION

## ACCOUNTING

### School of Business Administration

Cunningham, Finke, Garner, Goode, Paapanen

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree with the Accounting major and an Associate of Science degree with the Accounting major. In the same place find the requirements for the Bachelor of Science in Education degree with a Business Education major.

**0502-101—Elementary Accounting I (F,S) 3 hrs. cr.**

Fundamental principles of accounting as applied to modern business practice. Analysis of balance sheets and income statements. Prerequisite or Corequisite Math 131.

**0502-102—Elementary Accounting II (F,S) 3 hrs. cr.**

Continues Accounting 101 with emphasis on corporation accounts. Prerequisite Acct. 101.

**0502-312—Intermediate Accounting I (F,S) 4 hrs. cr.**

A continuation of corporation accounting including a detailed study of the fundamental process with emphasis on current assets, current liabilities, and noncurrent investments. Prerequisites: Acct. 102.

**0502-322—Intermediate Accounting II (F,S) 4 hrs. cr.**

A continuation of corporation accounting, emphasizing stockholders equity, long-term liabilities, various financial statement analysis. Prerequisite: Acct. 312.

**0502-310—Cost Accounting (F,S) 3 hrs. cr.**

Study of accounting control with management emphasis as applied to industrial enterprise. Special emphasis on product costs and cost systems. Prerequisite: Acct. 102.

**0502-401—Tax Accounting (F,S) 3 hrs. cr.**

Procedures for reporting federal income taxes with emphasis on income and deductions for individuals. Practice is given in preparing federal income tax returns. Prerequisite: Acct. 102 or permission. (See General Business 401)

**0502-402—Advanced Accounting (S) 3 hrs. cr.**

Application of accounting principles to partnerships, installment and consignment sales, receiver's accounts, estates and trusts, and consolidating statements. Prerequisite: Acct. 322.

**0502-411—Auditing (F,S) 3 hrs. cr.**

The procedures involved in preparing an audit of the various accounts of a business enterprise. Prerequisite: Acct. 322.

**0502-412—C.P.A. Problems (F) 3 hrs. cr.**

A course designed to guide the student in preparing for the Uniform Certified Public Accountant Examination. Topics covered include study methodology, lecture and problem-solving exercises on Examination subjects, and a review of appropriate theoretical and technical pronouncements. Prerequisite: 21 hours of accounting including Acct. 411, Auditing, or senior standing and permission of the instructor.

**0502-420—Accounting Theory (S) 3 hrs. cr.**

Study of the theory of income, asset valuation and history of accounting thought. Critical discussion of the authoritative pronouncements of the Financial Accounting Stan-



## ACCOUNTING

dards Board. Provides a coherent set of logical principles that form the general frame of reference for the evaluation and development of sound accounting principles. Prepares the student for the C.P.A. Theory Examination. Prerequisites: Intermediate Accounting II.

### **0502-421—Governmental and Institutional Accounting (F) 3 hrs. cr.**

Study of accounting principles, standards, and procedures that apply to nonprofit type organizations such as state and local government, schools, hospitals and churches. Prerequisites: Intermediate Accounting II.

### **0502-491—Internship in Public Accounting (F) 3 hrs. cr.**

Selected senior accounting students serve an internship of approximately six weeks as junior accountants on the staff of practicing certified public accountants and/or private industry. The program is supervised by the faculty. An oral and written report is required. Prerequisites: Acct. 322, 401, 411 and/or consent of the internship committee.

### **0502-498—Seminar in Accounting (demand) 1-3 hrs. cr.**

A seminar for upper division accounting or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission. Examples of seminars offered in the past are:

498-Seminar in Advanced Tax

498-Seminar in Managerial Accounting

498-Seminar in Advanced Auditing

498-Seminar in Advanced Cost

### **0502-499—Independent Study in Accounting (demand) 1-3 hrs. cr.**

Individually directed readings, research, and discussion in selected areas of accounting for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission and 3.00 G.P.A.

## ART

### **School of Arts and Sciences Department of Fine Arts**

Cole, Dishman, Fowler, Hess, Christensen

A major for the Bachelor of Arts degree includes 32 required credit hours plus 18 hours of art electives approved by student's advisor. Required art courses are: Art 100, Art 120, Art 130, Art 132, Art 211, Art 230, Art 232, Art 301-302, Art 312, and Art 490.

A major for the Bachelor of Science in Education degree with one teaching field consists of 32 credit hours plus 15 hours of art electives approved by the student's advisor. Required art courses are: Art 100, Art 120, Art 130, Art 211, Art 220, Art 132, or 230, Art 232, Art 301-302, Art 312, Art 490 and Educ 337. A student wishing to certify to teach art as one of two teaching fields must complete 36 hours. See page 99 for teacher education requirements.

### **1002-100—Art Composition (F,S) 3 hrs. cr.**

Introductory course using fundamental techniques and media, including art practice and theory.

### **1003-110—Introduction to Art (F,S) 3 hrs. cr.**

A general survey course designed to increase appreciation of visual art.



## COURSES OF INSTRUCTION

### **1002-120—Ceramics (F,S) 3 hrs. cr.**

Methods techniques of hand building are studied with application to modeling and throwing clay forms. Prerequisite: Art 100 or 110.

### **1002-130—Drawing Techniques (F) 3 hrs. cr.**

Free-hand drawing projects using art media and techniques applied by master artists. Prerequisite: Art 100 or instructor's approval.

### **1002-132—Introduction to Design (S) 3 hrs. cr.**

Foundation course using problems involving art principles and elements.

### **1002-200—Arts & Crafts (F, and/or S) 3 hrs. cr.**

A basic craft course exploring the materials and processes of traditional and contemporary handicraft. Required for Special Education certification. Open to non-art and non-education majors.

### **1002-205—Beginning Jewelry and Silversmithing (F) 3 hrs. cr.**

A general introduction to jewelry and silversmithing, including design, fabrication, casting and forging. Prerequisites: Art 100 and 132.

### **1002-211—Beginning Sculpture (F) 3 hrs. cr.**

Exploration of forming methods and shaping techniques involving clay, wood, and mixed media with a preliminary introduction into sand casting (aluminum) and lost wax casting (bronze) processes.

### **0831-220—Art Education 3 hrs. cr.**

An introduction to creative art activities, use of media and processes, and methods of teaching art in elementary schools. Required for Elementary Education majors and Secondary Art Education majors.

### **1002-230—Basic Form (F) 3 hrs. cr.**

Study of relationships of parts to form. Problems include two and three dimensional. Prerequisite: Art 100.

### **1002-232—Painting Techniques (S) 3 hrs. cr.**

Procedures, techniques, and basic fundamentals of painting with oil, acrylic, watercolor, egg tempera and mixed media. Textbook. Prerequisite: Art 100 and 130.

### **1002-300—Drawing (F and/or S) 3 hrs. cr.**

Self exploration of various drawing elements including artistic anatomy, composition, structure, and aesthetics. Prerequisite: Art 100, 130, or approval of the instructor.

### **1003-301—Art History (F) 3 hrs. cr.**

Survey of the development of man's artistic endeavors from Stone Age to the Early Renaissance.

### **1003-302—Art History (S) 3 hrs. cr.**

Continuation of 301 from the Early Renaissance in Italy to the present art styles.

### **1002-310—Transparent Watercolor (F and/or S) 3 hrs. cr.**

Techniques and aesthetic processes of transparent watercolor painting using landscapes, figures, and still life as subjects.

### **1002-312—Beginning Printmaking (F) 3 hrs. cr.**

Procedures, techniques, and fundamentals of the Intaglio process; etching, dry point, aquatint, softground and other mixed media including color etching. Emphasis on drawing and design. Prerequisite: Art 130 or instructor's approval.



**1002-321—Advanced Sculpture (S) 3 hrs. cr.**

An extension of Beginning Sculpture with the emphasis on mold making and foundry techniques of sand and lost wax casting. Prerequisite: Art 211.

**1002-322—Advanced Sculpture (Demand) 3 hrs. cr.**

Continuation of 321. Prerequisite: Art 211 and 312.

**1002-330—Advanced Jewelry and Silversmithing (F and/or S) 3 hrs. cr.**

Advanced methods and techniques of complex forms will be explored for jewelry and silversmithing design. Prerequisite: Art 205.

**1002-401—Painting (F,Even) 3 hrs. cr.**

The student selects an individual problem for investigation. Techniques, history, and painting methods of acrylic or oil paintings are surveyed for understanding. Prerequisite: Art 232.

**1002-407—Advanced Ceramics (F and/or S) 3 hrs. cr.**

Advanced methods, techniques, and procedures of pottery making and design in clay. Prerequisite: Art 120.

**1002-412—Commercial Art 3 hrs. cr.**

An introduction to the basic principles of advertising design, lettering, layout, and pasteup. Prerequisite: Art 120 and 232.

**1002-420—Special Projects in Art I (F,S) 3 hrs. cr.**

An advanced studio course elected by the student in a particular area of Art. Students attend a regular scheduled course but complete an independent special project as approved by the instructor. Requirements: (1) An exhibit of the special projects completed, (2) Oral summation to the regular course students, (3) Formal paper documenting the special projects. PREREQUISITE—Completion of advanced courses and approval of instructor.

**1001-421—Head Study (demand) 3 hrs. cr.**

Fundamental methods in portraiture. Various drawings and painting media for structure of the head. Artistic head anatomy used for each study. Prerequisite: Art 130, and 232 or 300.

**1002-430—Advanced Printmaking (s) 3 hrs. cr.**

Advanced Intaglio techniques and color printing. Advanced studio methods for color registration, transfer and drawing, drypoint, mezzo-tint, etching, engraving, and mixed media. Emphasis on design, drawing, concept, technical proficiency, and presentation. Prerequisite: Art 312 or instructor's approval.

**1002-440—Special Projects in Art II (F,S) 3 hrs. cr.**

Same as Art 420. PREREQUISITE—Special Projects in Art I.

**1002-498—Seminar in Art (demand) 3 hrs. cr.**

Student art problems investigated with group participation. Class meets twice weekly with Department Head to discuss student findings. Requirements: research papers and oral presentations of investigated problems. Prerequisite: 20 credit hours in art.

**1002-409—Senior Studio (F,S) 2 hrs. cr.**

Special study in any art media or technique chosen by the student. Requirements: (1) Art survey paper, (2) Senior art exhibit, (3) Oral presentation. Prerequisite: Senior standing.



## ASTRONOMY

### Division of Arts and Sciences

(See Physics)

#### 1911-300—Astronomy (demand)

3 hrs. cr.

Solar system, gravitation, Kepler's laws, celestial coordinate systems, telescopes and optical systems, stellar evolution, nebula, galactic structure, and cosmology. Two hours lecture and one two-hour lab a week. Prerequisites: Physics 100 or equivalent and one year of high school algebra.

## AUTOMOTIVE TECHNOLOGY

### School of Technology

Adams, Holmes

The major emphasis in Automotive Technology is specialization in automotive service and business management. The training also provides the background for entry into a general automotive repair or specialized field where a technical knowledge of machines, tools, and testing equipment is required.

The curriculum is college oriented. Students are regular members of the campus body and are expected and encouraged to participate in extracurricular activities.

The Associate of Science degree in Automotive Technology requires the completion of the General Education courses (see page 57) plus the following: Auto. 100, 110, 120, 130 or Accounting 101, Auto. 190, 200, 220, 250, 260, and Drafting & Design 110.

#### 5306-100—Automotive Engines (F)

7 hrs. cr.

A beginning course in the theoretical and practical application of internal combustion engines. This course covers engine operation, cycles, design and service of component and accessor systems. The laboratory provides the student with the opportunity to develop skills in the diagnosis and service of engines and their supportive systems. Three one-hour lectures; twelve hours laboratory per week.

#### 5306-110—Technical Mathematics (S)

3 hrs. cr.

Review of basic mathematics, algebra, and the functional concepts of trigonometry. Includes use of tables and graphic methods of solving problems with emphasis on application to problems in applied fields. Daily. Prerequisite: Math 2030.

#### 5306-120—Automotive Electrical and Emission Control (S)

7 hrs. cr.

Course of study of electricity, the ignition system fuels and lubricants, carburetion and emission control systems found on the internal combustion engine. Emphasis is placed on the operation, diagnosis and service of each of these systems. The laboratory period provides the student an opportunity to apply the theoretical knowledge to practical problems. Three one-hour lectures; twelve hours laboratory per week.

#### 5306-130—Automotive Business Management (F)

3 hrs. cr.

A basic accounting cycle with emphasis on recording transactions affecting cash, sales, purchases, and the preparation of financial statements with special applications that pertain to the after-market automotive service industry. Three one-hour lectures.



## AUTOMOTIVE TECHNOLOGY

### **5306-190—Technical Science (F) 4 hrs. cr.**

A study of the forces, laws of motion, mechanical power, fluid mechanics, and other physics principles as related to present day prime movers. Course work places emphasis on applied or practical application. Three one-hour lectures; one two-hour laboratory per week. Prerequisites: Auto. 110 or Math 100 with a minimum grade of C.

### **5306-200—Automotive Chassis, Brakes and Transmission (F) 7 hrs. cr.**

A study of the design, operating principles and service procedures of the chassis suspension system, brakes and drive line of the modern motor vehicle. The laboratory emphasizes the diagnosis and service of these components. Three one-hour lectures; 12 hours laboratory per week.

### **5306-220—Automotive Air Conditioning and Accessories (F) 4 hrs. cr.**

A course to familiarize the student with automotive air conditioning units and power accessories. The emphasis is placed on service and diagnosis of these units on and off the vehicle. Three one-hour lectures, one three hour lab per week. Prerequisite: 5306-120 Automotive Electrical and Emission Control.

### **5306-250—Automotive Body and Paint (S) 7 hrs. cr.**

A study of the methods of auto body construction, repair, refinishing processes and materials. The laboratory provides the students with the opportunity to repair various types of body damage and experiment in the use of the various types of repair and refinish materials. Three one-hour lectures; 12 hours laboratory per week.

### **5306-260—Auto Service Management (S) 7 hrs. cr.**

The principles of shop design, personnel and production management, and industrial safety. The laboratory provides the student with the opportunity to gain additional experience in the area he chooses to specialize. Three one-hour lectures; 12 hours laboratory. Prerequisite: Auto 100, 120, 200 and 220 with minimum grades of C.

### **5306-298—Selected Topics in Automotive Technology (demand) 1-8 hrs. cr.**

Study of special topics in Automotive Technology. Each offering of the course on a special topic or topics not normally included in another course. Prerequisites to be determined by the department and stipulated in syllabus.

### **5306-498—Seminar in Automotive Technology (demand) 1-3 hrs. cr.**

Covers specialized knowledge and skills related to new developments in automotive design and service. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology and the Associate Degree in Automotive Technology.

### **5306-499—Independent Study in Automotive Technology (demand) 1-3 hrs. cr.**

Individually directed readings, research, and discussions in selected areas of automotive technology for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission of instructor.

## BIOLOGY

### **School of Arts and Sciences**

Bingman, Elick, Ferron, Gibson, Jackson, Orr, Prentice, Stebbins, Tillman

The biology department provides an opportunity for students to specialize in the areas of classical, allied health, or environmental aspects of biology.



## COURSES OF INSTRUCTION

The Bachelor of Science Degree with a major in Biology requires 40 hours in Biology. Required courses include: Bio 101, Bio 112, Bio 122, Bio 210, Bio 211 or 231, Bio 305, and Bio 490.

Upper division students may follow interests but must take at least one course from each of the following areas:

Group A-Bio 316, Bio 322, Bio 414

Group B-Bio 331, Bio 442, Bio 462

Group C-Bio 312, Bio 402

Additional requirements include 13 hours of chemistry through organic, Math 140 and five hours of elementary physics. Two semester of both physics and organic are strongly recommended for students who intend to enter graduate or professional schools.

Students planning on going into professional schools such as dentistry, medicine, veterinary science, etc. should consult the pre-professional advisor with the biology department about specific requirements for these areas of study. Bio. 499 is strongly recommended for qualified students.

The Bachelor of Science in Education degree with biology as a single teaching field (Plan B) requires 35 hours in biology plus 18 hours in supporting subjects of chemistry and mathematics. Required courses include Bio. 101, and Bio. 112, Bio. 122, Bio. 211 or 231 and Bio. 305 in addition to a total of 19 upper division hours in biology. Math 140 and 13 hours of chemistry through organic are also required. Elementary physics and Geol. 110 are strongly recommended.

The Bachelor of Science in Education degree with biology as one of two teaching fields (Plan A) must complete 23 semester hours in biology, 13 of which must be upper division, plus 15 hours in supporting subjects of science and mathematics. Required courses are Bio. 101, Bio. 122, Chem. 101, Math 140 and either elementary physics or Geol. 110. Both of the latter are strongly recommended.

See page 99 for teacher education requirements.

### **0401-101—General Biology (F,S)**

**4 hrs. cr.**

A one semester general treatment of the unifying principles of living things including metabolism, genetics, evolution and ecology. Emphasis will be upon these biological principles as they relate to humans. Three lectures and one 2 hours lab per week. (Formerly Bio. 100.)

### **0402-112—Botanical Survey (F,S)**

**3 hrs. cr.**

The morphology, physiology and classification of plants are studied with an emphasis upon morphology and classification. Two lectures and one 2 hours lab per week. Prerequisite: Bio. 101.

### **0407-121—General Zoology (F,S)**

**4 hrs. cr.**

This course is an introductory study of the basic principles of cytology, metabolism and genetics. A brief survey of those invertebrates that directly relate to man will be made. The emphasis will be placed upon the anatomy and physiology of man in preparation for Bio. 221. Three lectures and one 2 hour lab per week. (Formerly Bio. 120.)

### **0404-122—Zoological Survey (F,S)**

**3 hrs. cr.**

The morphology, physiology and classification of animals are studied with an emphasis upon morphology and classification. Two lectures and one 2 hour lab per week. Prerequisite: Bio. 101.

### **0417-210—General Physiology (F,S)**

**4 hrs. cr.**

A detailed study of biological function at the cell and molecular level. Physiological characteristics of both plant and animal cells will be studied. Three lectures and one, two-hour lab per week. Prerequisite: Bio 101, Bio 112, Bio 122, Chm 102.



## BIOLOGY

### **0411-211—Microbiology (S)**

**5 hrs. cr.**

Principles of general microbiology will be studied. The anatomy, nutrition, physiology and ecology of microorganisms will be emphasized. Three lectures and two 2 hour labs per week. Prerequisites: Bio. 101 and one year of inorganic chemistry, or permission of the instructor.

### **0412-221—Human Anatomy and Physiology (F,S)**

**5 hrs. cr.**

Structure and function of the human body will be utilized to study both the arrangement of organs and coordination of body systems. Three lectures and two 2 hour labs per week. Prerequisite: Bio. 121 or Bio. 101 and 122.

### **0411-231—Fundamentals of Medical Microbiology (F)**

**5 hrs. cr.**

For students interested in paramedical professions. Topics of study include the general principles of microbiology, immunology, host-parasit relationships of pathological organisms. Three lectures and two 2 hours labs per week. Prerequisite: 1 course each of a college chemistry and a biological science. Credit toward the biology major may include either Bio. 211 or Bio. 231 but not both.

### **0401-298—Selected Topics in Biology (F,S)**

**1-8 hrs. cr.**

Study of special topics in Biology. Each offering of the course will be on a specific topic or topics not normally included in another course. Prerequisites: Bio. 101, Bio. 112, Bio 122.

### **0422-305—Genetics (F,S)**

**4 hrs. cr.**

A comprehensive introduction to the principles of heredity and variations as exemplified by both higher plants and animals. Emphasis will be placed on the cytological and molecular approach to gene action, linkage, crossingover and various other genetic mechanisms. Labs will primarily be designed to allow students the opportunity to experimentally work with genetical principles and develop scientific methodology. Three lectures and one 2 hours lab per week. Prerequisite: Bio. 101, Bio 211 or 231, and Chem 101 (Formerly Bio 202)

### **0412-306—Human Physiology and Anatomy (F,S)**

**5 hrs. cr.**

Structure and function of the human body will be utilized to study both the arrangement of organs and coordination of body systems. Three lectures and two 2 hour labs per week. Prerequisite: Bio. 121 or (Bio. 101 and 122), for students working on a four year degree. Lectures and labs will coincide with Bio. 221. (Credit will not be given for Bio. 221 and Bio. 306).

### **0420-310—Field Biology (F,S)**

**2 hrs. cr.**

The course engenders appreciation and understanding of the local flora and fauna, and provides information pertinent to preparation and preservation of specimens for laboratory use. Consists of one lecture and one 2 hours laboratory each week. At least one Saturday field trip will be required. Prerequisite: Bio. 101 or permission of instructor. (Does not count toward any biology major.)

### **0420-312—Environmental Biology (F)**

**4 hrs. cr.**

A study of environmental factors and their interactions with living things. Emphasis is placed on human ecology and wise natural resource utilization. Three lectures per week and one, two-hour lab per week. Prerequisite: Physics 100, Biology 101, Math 110, or permission of the instructor.

### **0402-316—Economic Botany (F)**

**3 hrs. cr.**

A comprehensive study of the economic uses of plants. The present and possible future value of lower plants is covered. Emphasis is placed upon the economic aspects of higher plants from an agricultural, horticultural, and crop selection viewpoint as well as from a pharmacological, textile usage, etc. view. Three lectures a week. Prerequisite: Bio. 101 or equivalent. (Formerly Bio. 201.)



## COURSES OF INSTRUCTION

### **0417-318—Cell Biology (S,Odd)**

**4 hrs. cr.**

A study of cell structure and function in detail. Emphasis will be placed upon both cytological anatomy and physiology. Three lectures and one 2 hour lab per week. Prerequisite: Bio. 112, 122, 305, and Chem. 301 or consent of the instructor.

### **0402-322—Taxonomy of Flowering Plants (S)**

**4 hrs. cr.**

The relationships among selected plant groups will be studied with emphasis placed on classification and descriptions of taxa, nomenclature and concepts concerning the evolutionary sequence of various plant characters. Southwestern Missouri flora will be emphasized. Two lectures and two, 2 hour labs/week. Prerequisites: Bio. 101 and 112.

### **0408-331—Comparative Chordate Anatomy (F)**

**5 hrs. cr.**

Designed for the serious student of biology or those students planning to enter professional schools of medicine, dentistry or veterinary science. Acquaints the student with the evolutionary trends of chordate structure and development with special emphasis on the vertebrate organs and organ systems. Two lectures and two 3 hour labs/week. Prerequisite: Bio. 101 and 122.

### **0421-332—Introduction to Entomology (F,Even)**

**3 hrs. cr.**

A study of the insects with respect to collecting methods, taxonomy, life history, morphology and evolution. Prerequisites: Bio. 101 and 122. Two lectures and one 3 hour lab/week.

### **0411-342—Microtechnique (Offered only on demand)**

**2 hrs. cr.**

A study of the principles of preserving, fixing, staining, and mounting of biological materials. Prerequisites: Bio. 101 and 121. Two 2 hour labs/week.

### **0408-343—Vertebrate Natural History (S)**

**4 hrs. cr.**

Identification, distribution, behavior and life histories of vertebrate animals with emphasis on field studies. Three lectures and one 2 hour lab per week. Prerequisite: Bio. 122. (Formerly Bio. 341.)

### **0408-352—Biomes (S)**

**2 hrs. cr.**

A study of the interactions between plants and animals in a variety of different habitats. Since an extended field trip comprises a significant portion of the study for this course, travel expenses must be paid by the student during registration. Prerequisite: Bio. 101, Bio. 112, Bio. 122, and permission of the instructor.

### **0411-361—Parasitology (F,Even)**

**4 hrs. cr.**

A systematic investigation of the numerous parasites which may be found within vertebrates. Life cycles of parasites which infect man will be emphasized. Three lectures and one, three-hour lab per week. Prerequisite: Bio. 101, Bio. 122.

### **0411-362—Virology (F,Odd)**

**3 hrs. cr.**

A study of the origin and evolution of viruses and the diseases that they cause. Molecular aspects of each phase of the virus life cycle within cells will be emphasized. Three lectures per week. Prerequisite: Bio. 211 or Bio. 231, Bio 305.

### **0408-370—Environmental Health (S)**

**4 hrs. cr.**

A course concerned with contemporary environmental health problems and public protection measures. These will include public health disease prevention, vector control, etc. Three lectures and one, two-hour lab per week. Prerequisite: Bio. 211 or 231, Junior standing in science or permission of instructor.



## BIOLOGY

### **0402-402—General Ecology (S)**

**4 hrs. cr.**

A study of plant and animal communities and their interaction within the environment. The flora and fauna of Southwest Missouri will be emphasized. Soils, climate and other major environmental factors responsible for the distribution and association of plants and animals are also considered. Three lectures and one 3 hour lab/week. Prerequisite: Bio. 101, 112, and 322, or consent of the instructor.

### **0406-414—Plant Anatomy (F,Odd)**

**4 hrs. cr.**

A comparative study of the tissues and cellular structure in the higher plants as illustrated in roots, stems, and leaves with special emphasis upon the evolution and development of the structures. Three lectures and one 2 hour lab per week. Prerequisite: Bio. 112. (Formerly Bio. 413.)

### **0410-431—Animal Physiology (F,Even)**

**5 hrs. cr.**

A comparative and ecological approach to the physiology of animals with emphasis placed on laboratory studies with local species. Three lectures and two, two-hour labs per week. Prerequisite: 10 hours of biology. Bio. 210, Bio. 331 and Chem 300 recommended.

### **0413-433—Histology (S,Even)**

**4 hrs. cr.**

A detailed study of microscopic structure of animal tissues and organs with special emphasis on mamalian tissue. Three lectures and one 3 hour lab per week. Prerequisite: 10 hours of zoology or consent of the instructor.

### **0410-442—Invertebrate Zoology (F,Odd)**

**5 hrs. cr.**

Classification, morphology, physiology, development and evolution of the classes of invertebrate animals. Three lectures and two 2 hour labs/week. Prerequisite: Bio. 122.

### **0408-456—Immunology (S,Even)**

**3 hrs. cr.**

To provide a course for those interested in the health sciences and who wish to know more about the immune mechanism and its role in prevention of disease, hypersensitivity, and transplantation immunity. Three lectures per week. Prerequisites: Bio. 211 or 231 and Bio. 305.

### **0410-462—Embryology (S,Odd)**

**5 hrs. cr.**

Includes detailed comparisons of developmental process of members of the classes of vertebrates. Three lectures and two 2 hour lab/week. Prerequisite: Bio. 122 and/or Bio. 331.

### **0498-490—Seminar (F,S)**

**1 hr. cr.**

A faculty supervised discussion group concerned with reviews and reports covering current topics in the various fields of biology. Faculty members, as well as students, will present reviews in their various areas of interest. One meeting/week. Prerequisites: Primarily for biology majors of junior standing or other interested students with at least 15 hours of biological science.

### **0499-498—Seminar in Biology (F,S)**

**1-3 hrs. cr.**

A seminar for upper division majors only. The class will meet regularly a minimum number of hours. The course is designed to give specialized instruction in some discipline of biology not covered in other courses. Prerequisite: Junior standing, 20 hours in biology and a minimum GPA of 2.5 in biology, or permission of the instructor required.

### **0499-499—Problems in Biology (F,S)**

**1-3 hrs. cr.**

Consists of individual work under the supervision of a staff member, with the credit and hours to be arranged. Problems may be undertaken in any field of biology, with adequate preparation and the consent of the supervising instructor, Department Head and School Dean. Prerequisite: A minimum GPA of 3.0 in 20 hours of biology.



## GENERAL BUSINESS

### School of Business Administration

Compton, Grim, Leitle, Marion, Miller, Tiede

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

A student may obtain a Bachelor of Science in Business Administration in any of four majors and must complete the following requirements:

A.	General Education (see page 54)	46 hours
B.	Business Administration (Required Core)	39
C.	Business Major Requirements (Accounting, Economics and Finance, General Business, Marketing Management)	15-23
D.	Electives	<u>24-16</u>
		124 hours

#### B. Business Administration Core Requirements:

Acct 101	Elementary Accounting I	3
Acct 102	Elementary Accounting II	3
Econ 201	Principles of Economics (Macro)	3
Econ 202	Principles of Economics (Micro)	3
GB 301	Business Law I	3
GB 320	Business Communications	3
GB 321	Business Statistics I	3
GB 337	Managerial Data Processing	3
MM 300	Principles of Marketing	3
MM 350	Principles of Management	3
Econ 350	Financial Management	3
MM 452	Business Policy	3
Required Elective. Choose one from:		3
GB 302*	Business Law II	
Econ 300**	Money and Banking	
GB 322	Business Statistics II	
MM 441	Organizational Behavior	
Acct 498	Seminar in Managerial Accounting	
		<u>39 hours</u>

\*Accounting majors planning to sit for the CPA examination should take GB 302, Business Law II as a required elective.

\*\*Students majoring in Economics and Finance may not choose Money and Banking as a required elective.



## GENERAL BUSINESS

### C. Major Requirement

In addition to the core requirements listed above, the requirements by major are:

#### Accounting Major

Acct 312	Intermediate Accounting I	4
Acct 322	Intermediate Accounting II	4
Acct 310	Cost Accounting	3
Acct 402	Advanced Accounting	3
Acct 401	Tax Accounting	3
Acct 411	Auditing	3
Acct 420	Accounting Theory	3
		<hr/>
		23 hours

#### General Business Major

Requires an additional 15 hours of Business and Economics courses, with at least 3 hours selected from each of the following areas:

Accounting	3
Economics and Finance	3
Marketing and Management	3
General Business	3
Electives in Business	3
	<hr/>
	15 hours

#### Marketing and Management Major

1) Four of the following 5 courses are required 12 hours

MM 312	Retailing
MM 352	Personnel Management
MM 401	Promotional Strategy
MM 412	Marketing Management
MM 431	Production Management

2) Electives in Business and Economics 6

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18 hours

#### Economics and Finance Major

1) Required: 12 hours

Econ 300	Money and Banking
Econ 401	Microeconomic Analysis
Econ 402	Macroeconomic Analysis
Econ 411	Investments

2) Plus 6 hours from the following: 6

Econ 302	Economic Growth and Development
Econ 312	Economic Resources
Econ 412	Urban and Regional Economics
Econ 498	Seminar in Economics and Finance
GB 322	Business Statistics II
Hist 315	Economic History of the United States
Geo 222	Economic Geography

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18 hours



## COURSES OF INSTRUCTION

### BACHELOR OF SCIENCE DEGREE IN MANAGEMENT-TECHNOLOGY

The Bachelor of Science degree with a major in Management-Technology is a transfer degree program and requires a minimum of an Associate Degree (or equivalent) in an acceptable technological field for admission to the program. The student **must** apply for admission to the program in the first semester of the junior year.

In addition to the General Education requirements for all bachelor degrees (see page 54) the B.S.M.T. degree requires the following courses:

1. Required core courses for the B.S.M.T.

Acct 101	Elementary Accounting I	3
Acct 102	Elementary Accounting II	3
GB 301	Business Law I	3
GB 302	Business Law II	3
GB 320	Business Communications	3
Econ 201	Principles of Economics (Macro)	3
Econ 202	Principles of Economics (Micro)	3
Econ 350	Financial Management	3
MM 300	Principles of Marketing	3
MM 350	Principles of Management	3
MM 352	Personnel Management	3
		<hr/>
		33 hours

2. Nine additional hours to be selected from:

Acct 310	Cost Accounting	9
GB 321	Business Statistics I	
GB 337	Managerial Data Processing	
MM 401	Promotional Strategy	
MM 412	Marketing Management	
MM 431	Production Management	
MM 452	Business Policy	
		<hr/>
		42 hours

### BACHELOR OF SCIENCE IN EDUCATION DEGREE

#### Business Education as a Single Teaching Field (Plan B)

In addition to General Education requirements (see page 54) and the Professional Education requirements of the School of Education (see page 103) the Bachelor of Science in Education degree with Business Education as a single teaching field consists of 42 semester hours:

GB 320	Business Communications	3
Acct 101	Elementary Accounting I	3
Acct 102	Elementary Accounting II	3
OA 102*	Intermediate Typewriting	3
OA 200*	Advanced Typewriting	3
OA 111*	Elementary Shorthand	3
OA 120*	Intermediate Shorthand	
Accounting. Choose one:		3
Acct 312	Intermediate Accounting I	
Acct 310	Cost Accounting	
Acct 401	Tax Accounting	
Acct 498	Seminar in Managerial Accounting	



## GENERAL BUSINESS

Econ 201	Principles of Economics (Macro)	3
Econ 202	Principles of Economics (Micro)	3
GB 301	Business Law I	3
GB 302	Business Law II	3
Marketing-Management. Select one:		3
MM 300	Principles of Marketing	
MM 350	Principles of Management	
Upper Division elective in business		3
		42 hours

\*Students having proficiency in typewriting and shorthand may ask to be tested. If advanced standing is granted in the subjects, the student will substitute other courses in order to meet the 42 hour requirement.

The Bachelor of Science in Education degree with Business Education as one of two teaching fields (Plan A) consists of 30 semester hours:

Acct 101	Elementary Accounting I	3
Acct 102	Elementary Accounting II	3
Accounting. Select one:		3
Acct 312	Intermediate Accounting I	
Acct 310	Cost Accounting	
Acct 401	Tax Accounting	
Acct 498	Seminar in Managerial Accounting	
Econ 201	Principles of Economics (Macro)	3
Econ 202	Principles of Economics (Micro)	3
OA 102*	Intermediate Typewriting	3
OA 200*	Advanced Typewriting	3
OA 111*	Elementary Shorthand	3
OA 120*	Intermediate Shorthand	3
Upper Division Elective in Business		3
		30 hours

\*Students having proficiency in typewriting and shorthand may ask to be tested. If advanced standing is granted in the subjects, the student will substitute other courses to meet the 30 hours requirement.

## ASSOCIATE OF SCIENCE DEGREE

The School of Business Administration offers two-year programs leading to the Associate of Science degree in Accounting, General Business, and Secretarial Science.

### 1. Associate of Science in Accounting

The curriculum prepares students to enter public accounting firms, industry, banking, and government service as accounting assistants, Junior accountants or accounting clerks. The degree requires completion of:

a. General Education (see page 57)	24 hours
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## COURSES OF INSTRUCTION

b.	GB 320	Business Communications	3
	GB 115	Business Math/Calculators	3
	Acct 101	Elementary Accounting I	3
	Acct 102	Elementary Accounting II	3
	Acct 312	Intermediate Accounting I	3
	Econ 201	Principles of Economics (Macro)	3
	Econ 202	Principles of Economics (Micro)	3
	OA 102	Intermediate Typewriting	3
	OR		
	OA 200	Advanced Typewriting	3
	Acct 310	Cost Accounting	3
	MM 350	Principles of Management	3
	GB 301	Business Law I	3
	Acct 401	Tax Accounting	3
c.	Electives.	Should be selected from Business Law II	3
		Auditing, Business Statistics I, or Seminar in Managerial Accounting.	

### 2. Associate of Science in General Business

This program provides the student with the necessary background, knowledge, and skills that are needed to enter the business world at the first-level supervisory position or as owner-operators of a private business. The degree requires the completion of:

a.	General Education (see page 57)	24	hours
b.	GB 115	Business Math/Calculators	3
	Acct 101	Elementary Accounting I	3
	Acct 102	Elementary Accounting II	3
	Econ 201	Principles of Economics (Macro)	3
	Econ 202	Principles of Economics (Micro)	3
	GB 301	Business Law I	3
	GB 302	Business Law II	3
	MM 300	Principles of Marketing	3
	MM 350	Principles of Management	3
	Electives:		11
		Selected electives from the business areas of personnel management, promotional strategy, retailing, salesmanship, and business communications. Selections from psychology and computer science are also valid.	

### 3. Associate of Science in Secretarial Science

The secretarial science program prepares the student for the position of professional secretary. The degree requires completion of:

a.	General Education (see page 57)	24	hours
	Acct 101	Elementary Accounting I	3
	GB 301	Business Law I	3
	GB 320	Business Communications	3
	OA 200	Advanced Typewriting	3
	OA 220	Dictation and Transcription	3
	OA 230	Secretarial Procedures	3
	OA 231	Secretarial Machines	3
	OA 240	Records Management	3
	OA 250	Introduction to Word Processing	3
	Electives:		12



## GENERAL BUSINESS

Electives may include prerequisite courses to OA 200 and OA 220 if needed. Others should be selected from Principles of Management, Accounting, Economics, General Psychology, Business Math, Introduction to Data Processing.

### CERTIFICATE OF ACHIEVEMENT

#### Secretarial Typist

A one-year secretarial certificate program that provides students with training essential to obtaining employment as a secretarial-typist. Successful completion of the required curriculum entitles the student to a Certificate Achievement.

The certificate requires the completion of:

OA 120	Intermediate Shorthand	3
OA 102	Intermediate Typewriting	3
GB 115	Business Mathematics/Calculators	3
Acct 101	Elementary Accounting I	3
Eng 101	Composition	3
GB 320	Business Communications	3
OA 200	Advanced Typewriting	3
OA 220	Dictation and Transcription	3
OA 231	Secretarial Machines	3
SP 100	Speech	3

#### 0501-101—Introduction to Business (F,S)

3 hrs. cr.

An introductory course in modern American business, including a study of the capitalistic system, ownership and organization, management problems, marketing, finance, law and taxation.

#### 0501-110—Business Mathematics/Calculators (F,S)

3 hrs. cr.

A review of the fundamental processes of mathematics as applied to business. It also includes common and decimal fractions, percentages, markup, interest, bank discount, compound interest, annuities, insurance, payrolls, taxes, and financial statements. It should be taken concurrently with or precede accounting. Students learn how to use modern electronic calculators on the solution of business mathematics problems.

#### 0501-320—Business Communications (F,S)

3 hrs. cr.

The study of principles for writing effective business letters, memos, formal and informal reports and all phases of effective business communications. Prerequisites: Eng. 101 and 102 or permission.

#### 0506-301—Business Law I (F,S)

3 hrs. cr.

A study of the principles of law and its enforcement as applied to American business. The course includes a study of court systems and procedures, contracts, personal property, commercial paper and sales. Special emphasis is placed on Missouri case-law and statutes. Lectures are supplemented by actual cases and case digests.

#### 0506-302—Business Law II (F,S)

3 hrs. cr.

Study of secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations, real property, torts, criminal law and government regulation. Special emphasis is placed on Missouri case-law and statutes. Lectures are supplemented by actual cases and case digests.



## COURSES OF INSTRUCTION

### **0503-321—Business Statistics I (F,S)**

**3 hrs. cr.**

Introduction to the basic concepts of statistical inference and to the methods of statistical analysis as they apply to business decision making. Prerequisite: Math 130 or equivalent.

### **0503-322—Business Statistics II (F,S)**

**3 hrs. cr.**

Study of methods of statistical analysis relating to business decision making and research in business and economics. Covers probability theory, tests of hypotheses, sampling and experimental design, correlation, non-parametric statistical methods, and selected statistical techniques. Prerequisite: Business Statistics I.

### **0506-337—Managerial Data Processing (F,S)**

**3 hrs. cr.**

Study of the application of automatic information processing to business, the media for recording, processing, and controlling of business information by the automatic process, and the formats and flow of data through electronic computers with simulated problems applicable to areas of Accounting, Management, and Marketing. Prerequisite: Junior standing in Business Administration and MM 350.

### **0502-401—Tax Accounting (See Accounting 401) (F,S)**

**3 hrs. cr.**

### **0501-410—Small Business Management Practicum (F,S)**

**3 hrs. cr.**

A practical course designed to provide students experience in solving real problems in an actual business environment. Students provide counseling to small business firms through cases referred by the Small Business Administration. Course may be repeated to a total of six hours of credit. Prerequisite: Second semester Junior or Senior standing in Business Administration and permission of the instructor. Application for admission to the course is required.

### **0506-411—Labor Law (demand)**

**3 hrs. cr.**

A study of significant legislation affecting the relationships between labor and management. Special attention is given to the Labor-Management Relations Act, as amended, emphasizing the establishment of the bargaining unit and unfair labor practices on the part of both labor and management. Prerequisite: GB 301, Business Law I or consent of the instructor.

### **0599-498—Seminar in General Business (demand)**

**1-3 hrs. cr.**

A seminar for upper division general business or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission. Examples of seminars offered in the past are:

498-Seminar in Office Machines

498-Seminar in Career Orientation

498-Seminar in Consumer Behavior

### **0599-499—Independent Study in General Business (demand)**

**1-3 hrs. cr.**

Individually directed readings, research, and discussions in selected areas of general business for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission and 3.00 G.P.A.

## CHEMISTRY

### **School of Arts and Sciences Department of Physical Science**

Albright, Baiamonte, Kash, Mosher, Whittle

A major for the Bachelor of Science degree consists of 34 semester hours in chemistry plus 20 additional hours in mathematics and physics. The required



courses are: Chem. 101, Chem. 102, Chem. 162, Chem. 201, Chem. 301, Chem. 302, Chem. 401, 4 elective upper division hours in chemistry, Math 150, Math 250, Phys. 250, and Phys. 260.

A major for the Bachelor of Arts degree consists of 25 semester hours in chemistry plus 13 additional hours in mathematics and physics. The required courses are: Chem. 101, Chem. 102, Chem. 162, Chem. 201, either Chem. 300 plus 4 hours of upper division chemistry electives (excluding 301) or Chem. 301 and Chem. 302, Math 140 or Math 150, Phys. 151, and Phys. 152. An A.B. degree is for students who desire some knowledge of chemistry as a basis for work in other fields, but who do not expect to become professional chemists.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 50 semester hours. The required courses are: Chem. 101, Chem. 102, Chem. 162, Chem. 201, Chem. 301, Chem. 302, Chem. 401, Math 150, Math 250, Phys. 250 and 5 elective hours in 200 level and above courses in mathematics, physics and/or Chemistry. See page 99 for teacher education requirements.

A major for the Bachelor of Science in Education degree with Chemistry as one of two teaching fields (Plan A) consists of 25 semester hours of chemistry plus 5 hours of mathematics. The required courses are: Math 140, Chem. 101, Chem. 102, Chem. 162, Chem. 201, and either Chem. 301, Chem. 302, or Chem. 300 plus 4 hours of upper division chemistry electives (excluding Chem. 301).

**1905-100—Introductory Chemistry (F,S)**

**5 hrs. cr.**

An introductory course in chemistry which satisfies either the general education science requirement or the needs of students in certain health-related programs. The basic principles and practical applications of inorganic, organic, and biochemistry are presented. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Math 30 or satisfactory score on the Mathematics Placement Test.

**1905-101—General Chemistry I (F,S)**

**5 hrs. cr.**

Introduction to theories of chemistry with emphasis on the relationship of structure to properties of matter and the quantitative aspect of these changes. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite or corequisite: Math 140 or higher level math course.

**1905-102—General Chemistry II (F,S)**

**3 hrs. cr.**

A continuation of Chem. 101. Emphasis on the dynamics and thermodynamics of chemical processes and on the properties and reactions of analogous groups of cations and anions. Three lectures and one recitation session per week. Prerequisites: Chem. 101 with a minimum grade of C or permission of instructor and Math 140 or higher level math course.

**1909-162—Qualitative Analysis (S)**

**3 hrs. cr.**

An application of the principles of aqueous ionic equilibria and of the oxidation-reduction concepts presented in Chem 102 with emphasis on the separation and identification of common cations and anions which are of analytical interest. One lecture and two 3-period laboratories per week. Prerequisite or corequisite: Chem. 102.

**1909-201—Analytical Chemistry I (F)**

**5 hrs. cr.**

The standard first course in quantitative chemical analysis. The lecture and laboratory include volumetric, gravimetric, potentiometric and spectrophotometric methods of analysis. The emphasis in this course is on the interpretation of experimental data. This course, when followed by Chemistry 421, constitutes a year's sequence in analytical chemistry. Three lectures and two 3-period laboratories per week. Prerequisite: Chem 102.



## COURSES OF INSTRUCTION

### **1907-300—Introduction to Modern Organic Chemistry (S) 5 hrs. cr.**

The basic principles of organic chemistry—nomenclature, structure, properties, stereochemistry, reactions—will be studied by the functional group approach. Designed for students who require a general knowledge of organic chemistry in their chosen career or as a background for other courses in technical or professional training programs. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Chem. 102.

### **1907-301—Organic Chemistry I (F) 5 hrs. cr.**

Deals with both aliphatic and aromatic compounds, their nomenclature, properties, reactions and stereochemistry. The functional group approach is used: hydrocarbons (saturated, unsaturated, aromatic) and their derivatives are studied. A brief introduction to organic spectroscopy is included in this course. Three lectures, one 3-period laboratory, and one problem session per week. Prerequisite: Chem. 102.

### **1907-302—Organic Chemistry II (S) 5 hrs. cr.**

A continuation of Chem. 301. The functional group approach is continued: alcohols, aldehydes and ketones, carboxylic acids, amines and polyfunctional compounds are covered. A mechanistic treatment of substitution, elimination, addition, and free radical reactions is employed. Organic spectroscopy is emphasized in lecture and laboratory. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Chem. 301.

### **0414-351—Biochemistry (F) 3 hrs. cr.**

Fundamental concepts of the chemistry of lipids, carbohydrates, and proteins with emphasis on the physiological aspects of these compounds. The interrelationship of these compounds in living systems will be presented through bioenergetics and reaction pathways. Three lectures per week. Prerequisite: Chem. 300 or Chem. 302.

### **1908-401—Physical Chemistry I (F,Odd) 4 hrs. cr.**

Gases, solids, liquids, homogeneous and heterogeneous solutions and thermodynamics. Theoretical derivations of equations and mathematical treatment of physical and chemical phenomena. Three lectures and one 3-period laboratory per week. Prerequisites: Math 250 and Phys. 260.

### **1908-402—Physical Chemistry II (S,Even) 4 hrs. cr.**

A continuation of Chem. 401. The study of chemical kinetics, electromotive force, photochemistry, colloid chemistry, and atomic and molecular structure. Three lectures and one 3-period laboratory per week. Prerequisite: Chem. 401.

### **1909-421—Analytical Chemistry II (S) 5 hrs. cr.**

A study of the overall analytical process. The lecture and laboratory deal mainly with electrochemical and spectrophotometric methods of analysis and their application in chemical analysis but also include other physiochemical and separatory techniques used in modern analytical processes. Three lectures and two 3-period laboratories per week. Prerequisite: Chem. 201.

### **1906-422—Advanced Inorganic Chemistry (F,Even) 4 hrs. cr.**

Modern inorganic chemistry with emphasis upon coordination complexes, periodic classification of the non-transitional and transitional elements. Three lectures and one 3-period laboratory per week. Prerequisites: Chem. 102 and Math 250.

### **1907-472—Organic Qualitative Analysis (S,Odd) 4 hrs. cr.**

Systematic identification of organic compounds and mixtures. Two lectures and two 3-period laboratories per week. Prerequisite: Chem. 302.



**1999-498—Seminar (F,S)****1-3 hrs. cr.**

A seminar for upper division chemistry majors. The content of the course, depending on the student's needs, will vary from library research to special topics in chemistry. Prerequisite: senior standing or permission of the Department Head.

**1999-499—Independent Study (F,S)****1-3 hrs. cr.**

Independent investigation techniques; includes a paper upon a selected topic with both a critical survey of the chemical literature and results from advanced laboratory experimentation. Open to student having (1) a minimum of 15 hours of chemistry, (2) the ability to undertake independent work, and (3) permission of the instructor. Registration must be approved by the Advisor, Department Head, and School Dean.

**COMPUTER SCIENCE****School of Technology**

Cragin, Calicott, Mammen

The increasing use of computers in business, science, and industry has created many opportunities for employment in banking, business, industry, and various governmental agencies. There are currently four programs offered:

1. The ASSOCIATE OF SCIENCE DEGREE IN COMPUTER PROGRAMMING is oriented toward Business/Management Programming. It requires completion of the General Education Courses (see page 57), plus the following: Acct 101, 102 and 212 or 310; Comp 100, 120, 240, 250, 300 and two from 110, 230, 234; Econ 201 and 202, GB 321; and Math 131 or 130 or 140. This is a two-year program.

2. The ASSOCIATE OF SCIENCE DEGREE IN ELECTRONIC DATA PROCESSING COORDINATION prepares the graduate for employment in a typical data processing installation. Its orientation is toward Office Administration and general secretarial work related to Data Processing. It requires completion of the General Education courses (see page 57), plus the following: Acct. 101 and 102; Comp. 100, 110, 120 and 230; Econ. 180; GB 321; Math 131 or 130; OA 200; and four courses elected from among the following: GB 320, 301, 302 and 337; Comp. 300; MM 300, 350 and 352; OA 111, 210, 231 and 230. This is a two-year program.

3. The ASSOCIATE OF SCIENCE DEGREE IN COMPUTING ANALYSIS is oriented toward Science/Engineering Programming. The programmer confers with engineers, scientists or management in the development of efficient solutions to problems. It requires completion of the General Education courses (see page 57), plus the following: Comp. 120, 220, 230, 240 and 250; Math 150, 250, 260, 322, 361 and 431 or 350; Phys. 250 and 260. This is a two-year program.

4. The DATA PROCESSING CERTIFICATE program serves two purposes: to prepare the student for employment in a typical data processing installation; or, to supplement his primary preparation in another area. The certificate requires completion of Eng 101; Math 130, or 140, or 131; Comp 120; two from Comp 110, 230, 234, 240; one additional General Education Elective; and two from the student's general area(s) of interest (e.g. Business). This is a one-year program.

**5101-100—Introduction to Data Processing (F,S)****3 hrs. cr.**

Illustrates need for machines in accounting and record keeping, and demonstrates the concept, power and flexibility of the unit record. Includes unit record machine functions, elements of machines: card punch, verifier, interpreter, sorter, reproducing punch, colator, tabulators, and calculators. Introduction to number systems. Basic problem analysis



## COURSES OF INSTRUCTION

and logical block diagramming. Familiarization with higher-level programming languages. Three 1 hour lectures per week.

### **5102-110—Key-Punch/Data Entry Operations (F,S) 3 hrs. cr.**

Preliminary emphasis on basic mastery of the keyboard and the mechanism of data entry devices. Latter portion of the course places emphasis on speed and accuracy in data entry and verification. Three one hour lectures per week.

### **5103-120—Introduction to Programming (F,S) 3 hrs. cr.**

An introduction to digital computers which includes: Basic principles, systems theory, decimal systems, arithmetic operations, self-complementing codes and other coding systems, computer logic, systems components, general block diagram and program functions, high speed memory, programming essentials, and solution of simple data processing problems. Two 1 hour lectures; 2 hours of laboratory per week. Prerequisites: Comp. 100 and Math 130 or 131, or consent of instructor.

### **5104-220—Analog Methods and Simulation Techniques (S) 3 hrs. cr.**

Methods and techniques of solving systems of simultaneous differential equations on electronic analog computers, and digital computers. Includes the principles of multiplication and division and simulation of non-linear devices and systems, block diagramming of systems, familiarization with Laplace methods, transfer functions. Certain design problem applications will be treated. Corequisite: Math 322.

### **5103-230—Advanced Programming (F,S) 3 hrs. cr.**

Functions and capabilities of digital computers. Special techniques and methods essential to becoming a programmer. Includes applications, systems, special subroutines. Two one hour lectures and three one hour laboratories per week. Prerequisite: 5103-120 (Intro. to Programming).

### **5103-234—Business Data Processing Techniques (S) 3 hrs. cr.**

Methods and techniques of solving business related problems using business oriented programming languages on a digital computer, including payroll systems, inventory control, billing systems, sorting techniques, and file maintenance. Prerequisite: 5103-120 (Intro. to Programming).

### **5104-240—Computer Applications (F,S) 3 hrs. cr.**

A continuation of programming technique development. Principles presented in previous courses will be employed in this course. Emphasis will be placed on non-routine types of applications, including quality control, statistics, curve-fitting, forecasting, etc. Latter portion of course involves individual projects with oral and written reporting. Two one hour lectures and three one hour laboratories per week. Prerequisite: 5103-120 (Intro. to Programming).

### **5103-250—Principles of Digital Computing Machines (F,S) 3 hrs. cr.**

Provides the necessary foundation for study of computing machines. Includes the concepts of notation, binary system, octal system, systems conversions, representation of a number with an arbitrary base, fixed and floating point numbers, precisions, switching circuits. Boolean Machines and other discrete mathematical topics. Three one-hour lectures per week; laboratories by arrangement. Prerequisite: 5103-120 (Intro. to Programming).

### **5104-298—Selected Topics in Computer Science (demand) 1-8 hrs. cr.**

Study of special topics in Computer Science. Each offering of a course will be on a special topic or topics not normally included in another course. Prerequisites will be specified by the department in a syllabus.

### **5104-300—Systems Analysis and Design (F,S) 3 hrs. cr.**

Business systems analysis, design, development and implementation. Designed to guide the student through the evolution of a system-project initiation, analysis and documenta-



## COMPUTER SCIENCE

tion of present information flow, developing systems specifications, design of new systems including security and controls, selection of hardware, programming and testing the system, preparing for and implementing the system, and operational evaluation. Tools of systems analysis studied include interview, questionnaire, observation, flow charting, organizational charting, presentation techniques, reporting, scheduling, forms design, and work sampling. Three one-hour lectures plus laboratories by arrangement. Prerequisite: 5103-230 (Advanced Programming).

### **5104-498—Seminar in Computer Science (demand) 1-3 hrs. cr.**

A seminar for students vocationally oriented toward automated data processing. The course content will depend on the needs of the attendees. Prerequisites: 60 hours college credit with a grade point average of 3.0 or permission of the department head.

### **5104-499—Independent Study (demand) 1-3 hrs. cr.**

An independent study course structured by the adviser with approval of the department head. Prerequisite: 60 hours credit with a grade point average of 3.0. Registration in the course must be approved by the adviser and the department head.

## CRIMINAL JUSTICE ADMINISTRATION

### **School of Technology**

Seneker, Mosher, Richards, Spurlin, Terry, Whittle, Williams

Two degree options are available, the Associate of Science Degree in Law Enforcement (See page 126) and the Bachelor of Science in Criminal Justice Administration. Students seeking either degree must first schedule a conference with the program director.

The B.S. in Criminal Justice Administration is designed for persons planning careers in law enforcement, juvenile justice, corrections, probation and parole, private or industrial security, federal investigative agencies, related positions, and when combined with the ROTC program, for Military Police officers. Many of these positions have requirements relating to physical condition and integrity of personal background with which the student should become familiar.

The Bachelor of Science degree in Criminal Justice Administration requires the completion of the required General Education courses and the following: 22 hours of required CJAd courses, LE 100, LE 110, LE 250, LE 150, LE 210, LE 290, CJAd 490. Plus an additional 14 hours of CJAd electives and the following supporting courses, all selected with adviser approval: 3 hours upper division Political Science; Soc 110, Soc 212, Soc 351 and 6 hours other sociology courses; Psych 100 and 6 additional hours of psychology; 18 hours of elective courses chosen with adviser approval for a total of 124 semester hours. Students taking LE 190 are not eligible for CJAd 490. This curriculum constitutes a 15 hour supportive area in Sociology.

### **2105-130—Introduction to Security (S) 3 hrs. cr.**

Overview of the security industry and its role in loss prevention. Public vs. private security roles for retail business, industrial, and governmental protection. Basic principles such as target hardening, current problems.

### **2105-210—Basic Photography (F) 3 hrs. cr.**

Lecture and laboratory procedures for use of cameras, lenses, developing negatives and prints and enlarging. Prerequisite: Phys. 100 or consent.



## COURSES OF INSTRUCTION

### **2105-230—Physical Security (S) 3 hrs. cr.**

Physical aspects of the security industry and its role in loss prevention for retail business, industrial, and governmental protection. Consideration of barriers and perimeter protection, alarm systems, computer and hazardous materials protection, survey techniques.

### **2105-300—Criminal Investigation II (S) 3 hrs. cr.**

Major case investigative methods, sources of information, development of leads, methods applicable to organized crime and specific offenses. Prerequisite: LE 200.

### **2105-310—Traffic Accident Investigation & Controls (F) 3 hrs. cr.**

Theory and techniques for investigating and reducing occurrence of motor vehicle accidents, collection and evaluation of physical evidence and reporting. Prerequisite: 3 hrs. college level mathematics.

### **2105-320—Probation and Parole (S) 2 hrs. cr.**

Study of presentence investigation methods, predicting parole behavior, supervisory practices, legal aspects. Prerequisite: LE 100, Soc. 110.

### **2105-330—Loss Prevention Techniques (F) 3 hrs. cr.**

Security techniques in loss prevention, for retail business, industry, governmental protection, hotel and motel, hospital, school, transit systems and utilities. Prerequisites: CJAd 130, CJAd 230.

### **2105-331—Administration of Security Systems (demand) 3 hrs. cr.**

The security administrator's role in business, industrial, and governmental protection. Organizing, training, managing and designing security programs. Prerequisites: CJAd 130, LE 110, LE 290, Econ 180.

### **2105-410—Juvenile Procedures (F) 3 hrs. cr.**

Juvenile and family court procedures and substantive law as it applied to the youthful offender. Procedures for juvenile officers such as collection of evidence, taking into custody, and development of the case. Prerequisite: LE 210 or consent.

### **2105-411—Juvenile Corrections (S) 3 hrs. cr.**

Overview of the design and legal requirements of juvenile correctional institutions, including an analysis of the juvenile interstate compact laws, and management principles of juvenile correctional institutions. Prerequisites: Soc. 312, CJAd 410.

### **2105-450—Criminal Evidence (S) 3 hrs. cr.**

Study of the rules of evidence, admissibility, presumptions, inferences, burden of proof, exceptions to the hearsay rule. Prerequisite: LE 210, LE 250.

### **2105-490—Internship in Criminal Justice (Arr.) 6 hrs. cr.**

Extensive practical experience with an area Criminal Justice agency, subject to individual committee approval. Not open to those who have taken LE 190. Prerequisite: Junior standing CJAd majors and consent.

### **2105-298—Special Topics in Criminal Justice Administration (demand) 1-8 hrs. cr.**

Course content varies and is designed to meet current needs and interests in the rapidly changing field of Criminal Justice Administration. Precise topics are announced, and prerequisites are stipulated in the course syllabus.

### **2105-498—Seminar in Criminal Justice (demand) 1-3 hrs. cr.**

A survey of current advances in the field. Precise topics to be announced, for upper division majors in CJAd or those who have completed the A.S. degree in law enforcement. Prerequisite: consent of instructor.



## CRIMINAL JUSTICE ADMINISTRATION

### **2105-499—Independent Study in Criminal Justice (Arr.) 1-3 hrs. cr.**

Individually directed study for advanced majors in areas of criminal justice selected with adviser approval. Proposal must be approved by program director and school dean. 3.5 grade average in major area or consent required.

## DENTAL ASSISTING

### School of Technology

Gremling, Karst, Noirfalise

Missouri Southern State College offers a planned two semester curriculum in the field of Dental Assisting. Graduates of this program are eligible to take the examinations required for certification as a Certified Dental Assistant.

The Dental Assisting curriculum is a limited enrollment curriculum, therefore admission to the College does not automatically convey admission to this program, however eligibility for admission to the College must be established before consideration for admission to Dental Assisting can be given. Applications for admission to Dental information regarding admission requirements to the Dental Assisting curriculum may be obtained from the Director of Dental Programs.

Dental Assisting courses must be taken in the prescribed order. A deficient grade (D or F) in a dental assisting course may prevent the student from enrolling in the next prescribed course.

Completion of this program requires the completion of all Dental Assisting (5202) courses plus other courses indicated in the suggested order of study.

### **5202-100—Dental Science I (F) 3 hrs. cr.**

An introduction to human anatomy and physiology with emphasis on the head and neck region. Includes dental anatomy with a detailed study of cusps, grooves, roots, ridges, and their relationship to occlusion. Three lectures per week.

### **5202-120—Dental Laboratory Procedures I (F) 3 hrs. cr.**

This course is a study and practicum in pouring of plaster and stone casts, the preparation of restorative and impression materials, plus the use of dental equipment. Two lectures; two hours laboratory per week.

### **5202-130—Dental Orientation (F) 2 hrs. cr.**

Orientation to the dental profession including organizational structure, ethics and legislature, and philosophy of dental prevention. Clinical application of preventive methods is included. Four hours lecture per week for 10 weeks.

### **5202-140—Dental Operative Procedures (F) 5 hrs. cr.**

Course deals primarily with the care and manipulation of equipment, instruments, and supplies, and the recognition of dental instruments, equipment supplies, and their relationship to dental procedures. Extramural training in dental office the last 6 weeks. Three lectures. 6 hrs. laboratory per week. Last 6 weeks: 3 lectures, 16 hours clinical, 3 hours laboratory per week.

### **5202-150—Dental Science II (S) 3 hrs. cr.**

An introduction to microbiology, pharmacology, pathology, and diet and nutrition related to the science of dentistry. Three lectures per week.

### **5202-160—Dental Laboratory Procedures II (S) 3 hrs. cr.**

Continuation of Dental Laboratory Procedures I emphasizing prosthetics. Two lectures; one 3 hour laboratory per week.



## COURSES OF INSTRUCTION

**5202-170—Dental Secretarial Procedures (S)** **3 hrs. cr.**  
General office management, record keeping, appointment scheduling telephone techniques, collection of accounts, and communication. Three lectures per week.

**5202-180—Dental Specialties (S)** **3 hrs. cr.**  
Practice and instruction in various procedures with emphasis on dental specialties. Lectures include instruction on first aid, and dental emergencies. 3 hours lecture per week.

**5202-190—Clinical Dental Assisting** **5 hrs. cr.**  
Sixteen hours clinical practice per week in participating clinical facilities.

### DENTAL HYGIENE

#### School of Technology

Grembling, Conway, Zaremba

Missouri Southern State College offers an Associate of Science in Dental Hygiene. Satisfactory completion of the requirements for this degree qualifies the graduate to take the National Board Dental Hygiene Examination as well as the clinical examinations required for licensure in Missouri and other states.

Enrollment in Dental Hygiene is limited, therefore admission to the College does not automatically convey admission to the Dental Hygiene curriculum, however admission requirements of the College must be met before an applicant will be considered for admission to Dental Hygiene. Admission to Dental Hygiene requires special testing and other special requirements. Complete details regarding the special requirements, tests, etc., may be obtained from the Dental Hygiene Department. Applications for admission to Dental Hygiene should be submitted to the Dental Hygiene Department before May 1.

Dental hygiene courses must be taken in the prescribed order. A deficient grade (D or F) in a dental hygiene course may prevent the student from enrolling in the next prescribed course.

The Associate of Science in Dental Hygiene requires the completion of all Dental Hygiene (5203) courses, specified supporting science classes, and general education requirements for the Associate of Science. Deviations from the suggested order of study must have adviser approval.

**5203-100—Fundamentals of Dental Hygiene (S)** **5 hrs. cr.**

Introduction to the field of oral hygiene emphasizing: chairside patient education, principles of oral physiotherapy, hard and soft deposits of the teeth, principles of instrumentation, sterilization, and dental equipment. Dental hygiene procedures and techniques are practiced in the clinical environment. Three lectures; two 4 hour laboratories per week.

**5203-140—Dental Morphology** **1 hr. cr.**

Detailed study of the tooth morphology of deciduous and permanent teeth as to fossal, cusps, grooves, ridges, roots and the relationship of form and function. Occlusion and malocclusion are studied according to their relationship to dental health. A self-instructional program supplemented by one lecture per week.

**5203-150—Oral Histology and Embryology** **3 hrs. cr.**

Study of the gross and microscopic development of the teeth, supportive structures of the teeth, and embryology and anatomy of the head and neck region. Two lectures, one 3 hour laboratory per week.



## DENTAL HYGIENE

### 5203-160—Dental Radiology (S)

2 hrs. cr.

The study of the theory and technique of exposing, developing, mounting and care of dental radiographs. Interpretation of radiograph findings is discussed. One lecture; three hours laboratory per week.

### 5203-190—Clinical Dental Hygiene I (Summer)

3 hrs. cr.

Introduces the student to the clinical practice of dental hygiene. The student gains experience in providing patient services through providing oral prophylaxes, making and processing radiographs, presenting patient education, applying fluoride, charting the oral cavity, etc. Treatment and prevention of dental office emergencies will be covered in the lecture session. One lecture; twelve hours laboratory per week.

### 5203-200—Dental Health Education (F)

3 hrs. cr.

Fundamentals of teaching and learning theories are discussed. The student learns to develop teaching units and lesson plans for various public groups and/or organizations. Practical experience in public schools and community groups is included. The eight recognized dental specialties are discussed and their relationship to dental hygiene and preventive dentistry. Three hours lecture per week.

### 5203-210—Perio-Pathology (F)

3 hrs. cr.

Lectures and laboratory periods devoted to the study of all pathological conditions, etiology of diseases, degenerative process, inflammation, infection, and immunity. Etiology, classification, treatment, and prevention of periodontal disease will be stressed. Three lectures; one 1 hour laboratory per week.

### 5203-220—Dental Materials

3 hrs. cr.

The student will study and experience working with various restorative and impression materials used in dentistry. Two lecture; one 2 hour lab per week.

### 5203-290—Clinical Dental Hygiene II

5 hrs. cr.

Continuation of Clinical Dental Hygiene I with added responsibilities as skills develop. The student will have experience in extramural facilities such as public health department and clinics for mentally and physically handicapped. Lecture will include advanced dental hygiene techniques. One lecture; 16 hours laboratory per week.

### 5203-310—Nutrition (S)

2 hrs. cr.

Nutrition and diet are studied according to their relationship to dental health. Biochemistry of digestion and the utilization of nutrients is covered. The student will perform a diet analysis for a patient. Two lectures per week.

### 5203-320—Pharmacology (F)

2 hrs. cr.

Lectures on the sources of drugs, methods of their administration, modes of action, classification, dosage, therapeutic action, and drug interaction. Drugs affecting oral health are stressed. Two lectures per week.

### 5203-330—Ethics and Community Dentistry (S)

3 hrs. cr.

Study of professional ethics and commitment, professional organizations, state practice acts, and practical consideration of methods and problems associated with operating and maintaining a dental practice. The scope of public and dental public health will be defined and identified. Consideration is given to philosophy, health legislation, federal, state, and local health programs, needs and demands for dental care and mechanisms for financing dental care. Three lectures per week.

### 5203-390—Clinical Dental Hygiene III

5 hrs. cr.

Continuation of Clinical Dental Hygiene II. Clinical experience in advanced clinical procedures and dental assisting procedures. Includes experience in extramural facilities. Lecture will include dental assisting techniques. One lecture, 16 hours lab per week.



## DRAFTING AND DESIGN

### School of Technology

Morgan

The Drafting and Design curriculum is planned to provide students with the knowledge and skills necessary to enable them to obtain employment as drafter in the engineering and design departments of industry, with governmental agencies, consulting engineering firms, and architectural firms.

The Associate of Science in Drafting requires the completion of the General Education Courses (see page 57) plus the following: Drafting 110, 120, 130, 200, 210, 220, 230, and at least eight hours selected from the following: Machine 100, Wood 300, Comp 100, or Math 112. Electives should be selected with the assistance of the student's adviser from the areas of physical science, business and mathematics.

#### **5304-110—Introductory Drafting (F)**

**3 hrs. cr.**

An introduction to drafting, including the use of instruments, geometric construction, lettering, orthographic projection, dimensioning, sections and conventions, auxiliaries, and pictorial drawing. One hour lecture and four hours laboratory per week.

#### **5304-120—Descriptive Geometry (S)**

**3 hrs. cr.**

Practical applications of principles to problems of civil, structural, mechanical and architectural engineering. One hour lecture and four hours laboratory per week. Prerequisite: Draf. 110.

#### **5303—Machine Drafting (S)**

**3 hrs. cr.**

Detail and assemble drawing of machines, threaded fasteners, and gears. Use of machine tools, processes and materials. One hour lecture and four hours laboratory per week. Prerequisite: Draf. 110.

#### **5304-200—Machine Design (F)**

**3 hrs. cr.**

An introduction to machine design. Advanced drafting techniques and procedures. Elements of machines, jigs and fixtures. One hour lecture and four hours laboratory per week. Prerequisites: Draf 120 and 130.

#### **5304-210—Production Illustration (S)**

**3 hrs. cr.**

Pictorial drawing with emphasis on application to both residential and commercial work. Methods of mechanical illustration and exploded views. Architectural application of pictorial drawings in the form of perspectives. One hour lecture and four hours laboratory per week. Prerequisite: Draf. 110 or consent of instructor.

#### **5304-220—Architectural Drafting (S)**

**3 hrs. cr.**

An introduction to the fundamentals of architectural drafting. Instruction in the principles of design; building details and use of modern construction materials for residential buildings. One hour lecture and four hours laboratory per week. Prerequisite: Draf. 110 or consent of instructor.

#### **5303-230—Survey & Mapping (F)**

**3 hrs. cr.**

Theory, principles, and practices of surveying and mapping as applied to construction, site and right-of-way planning. Use and care of survey instruments and equipment. Survey reports and computations, and preliminary surveys will be stressed. One hour lecture and four hours laboratory per week. Prerequisite: Draf. 110 or consent of instructor.

#### **5304-298—Special Topics in Drafting & Design (demand)**

**1-8 hrs. cr.**

Study of special topics in Drafting & Design. Each offering of the course on a special topic or topics not normally included in another course. Prerequisites to be determined by the department and stipulated in syllabus.



## DRAFTING AND DESIGN

### **5304-498—Seminar in Drafting & Design (demand) 1-3 hrs. cr.**

Covers specialized knowledge and skills related to new developments in Drafting & Design. Topics will vary by the semester and situation. Prerequisite: An Associate Degree in Drafting & Design, or senior standing in management-technology or Industrial Arts.

### **5304-499—Independent Study in Drafting & Design (demand) 1-3 hrs. cr.**

Individually directed reading, research and discussions in selected areas of Drafting for advanced majors. Scope, depth, area of concentration, and credit hours will be arranged upon entry into the course. Offered by arrangement. Prerequisite: Permission of instructor.

## EARTH SCIENCE

(See Geology)

Earth Science certification within the BS in Education program requires 30 credit hours of sciences with 20 of those credit hours distributed among physical sciences, astronomy, and geology courses offered at the college. Studies in various other phases of earth sciences and geography are also offered. Students interested in teaching earth science should notify their faculty adviser.

## ECONOMICS AND FINANCE

### **School of Business Administration**

Harbin, Jaswal, Larimore, Leitle, Leon, Marion, Miller, Vento

Look under General Business for requirements essential to earning a Bachelor of Science in Science in Business Administration degree with a major in Economics and Finance.

### **0517-180—The American Economic System (F,S) 3 hrs. cr.**

A general education course designed to study the goals, organization and operation of the U.S. market economy. Topics studied include: scarcity and choice; the operation of the pricing mechanism and the role of competition, profits, savings and investment in the allocation of resources; the economic functions of government; limitations of the market system; market versus command economies; and the industrial organization of our contemporary capitalistic economy with emphasis on the activities of the business firm. Not available to Business majors or to those students who have taken Econ 201 or 202.

### **0517-201—Principles of Economics (Macro) (F,S) 3 hrs. cr.**

A study of aggregate economic performance with emphasis on national income stabilization and growth, business cycles, monetary and fiscal policy, international trade, comparative economic system, and current problems. Prerequisite: Sophomore standing or permission.

### **0517-202—Principles of Economics (Micro) (F,S) 3 hrs. cr.**

A study of fundamental institutions of the American Economy, the theory of price determination, and the theory of income distribution. Prerequisite: Sophomore standing or permission.

### **0504-300—Money and Banking (F,S) 3 hrs. cr.**

The constituents, nature, functions, creation, and destruction of money and credit; the monetary institutions and their functions, with special emphasis on the commercial bank-



## COURSES OF INSTRUCTION

ing system and the federal Reserve System; introduction to monetary theory and policy. Prerequisite: Econ 201 and 202.

### **0517-302—Economic Growth and Development (S) 3 hrs. cr.**

Principles and problems involved in promoting development of the less mature economies, and growth in the more mature economies. Prerequisite: Econ. 201 and 202.

### **0517-312—Economic Resources (S) 3 hrs. cr.**

A study of the meaning and nature of economic resources, functional concepts of resources, trends in resource development and utilization, resource problems, and an appraisal of resource potentials. Prerequisites: Econ 201 and 202.

### **0517-322—Business Statistics II (SEE Gen. Bus. 0503-322 Bus. Statistics II.)**

### **0504-350—Financial Management (F,S) 3 hrs. cr.**

An examination of the financial structure of business organization, capital structure and methods of raising fixed and working capital; questions of financial policy, such as dividend policies and the conservation of surplus; comparative balance sheets and income-expense statements. Prerequisite: Econ. 201 and 202, Acct. 102.

### **0517-401—Microeconomic Analysis (F) 3 hrs. cr.**

An analytical study of the price systems, as affecting resource allocation and other welfare questions. Prerequisite: Econ. 201 and 202.

### **0517-402—Macroeconomic Analysis (S) 3 hrs. cr.**

Study of the determination of the levels of real and monetary aggregate economic variables. Analysis of economic aspects of government regulation and direction of business enterprise. Prerequisite: Econ. 201 and 202.

### **0505-411—Investments (F) 3 hrs. cr.**

Principles underlying investment analysis and policy; salient characteristics of governmental and corporate securities; policies of companies and investing institutions; relations of investment policy to money markets and business fluctuations; security price-making forces. Prerequisite: Econ. 350.

### **0517-412—Urban and Regional Economics (S) 3 hrs. cr.**

Introduction to analytical tools employed by economists in the study of the urban and regional economic environment. The course analyzes location theory and spatial distribution of economic activity, economics base theory, input-output techniques, urban problems, land use, growth and development, migration, regional policies and strategies. Prerequisite: Econ. 201 and 202.

### **0517-498—Seminar in Economics and Finance (demand) 1-3 hrs. cr.**

A seminar for upper division majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission. Examples of seminars offered in the past are:

- 498-Seminar in Economic Resources
- 498-Seminar in International Economics
- 498-Seminar in Business Cycles

### **0517-499—Independent Study in Economics-Finance (demand) 1-3 hrs. cr.**

Individually directed readings, research, and discussions in selected areas of economics and finance for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission and 3.00 G.P.A.



## **TEACHER EDUCATION**

### **School of Education and Psychology**

Banks, Easterday, Highland, Land, Ray, Richardson,  
Sandrin, Snyder, Steere, Wiley, Wuch

Realizing the important contributions made to our society by its educational system, Missouri Southern State College has made the preparation of teachers one of the basic objectives of the institution. The College faculty supports the objective by recognizing the preparation of teachers as the responsibility of the entire College. It is fulfilled through the Council on Teacher Education which coordinates the teacher education phase of the various instructional divisions. The Department of Education has the overall responsibility for the actual administration of the Teacher Education Program.

The Teacher Education Program is based on the following basic beliefs and assumptions:

1. A teacher should be provided a broad background in general education.
2. A teacher should be required to demonstrate an acceptable degree of mastery in his specialized teaching field.
3. A teacher should possess the personal qualities that can be identified as essential for effective teaching.
4. A teacher should demonstrate an understanding of the contribution education can make toward the continuation and improvement of our society.
5. A teacher should possess the professional attitudes and competencies necessary to serve the education profession effectively.

As a reflection of these beliefs and assumptions, the College seeks to achieve these aims through the Teacher Education Program.

1. To provide the graduates of high schools in the College service area with information on teaching as a profession.
2. To identify and attract to the program of teacher education students who possess the intellectual, personal and physical qualities necessary to become effective teachers.
3. To provide a program of studies and experiences that will develop graduates capable of effectively performing their duties as teachers in the elementary or secondary schools.
4. To provide prospective teachers with a program that emphasizes the importance of the basic theories of learning in teaching.
5. To cooperate with local, state, regional, and national agencies that have as their purpose the improvements of education.
6. To aid school administrators, boards of education, and other educational organizations with problems relating to education programs.

### **Bachelor of Science in Education Degree**

Students who are planning a career in teaching in the elementary and/or secondary school work toward the degree Bachelor of Science in Education. The satisfactory completion of the requirements for this degree qualifies a person for life certification in Missouri. Recipients of other degrees, who later decide to teach, can be certified through the State Department of Education by meeting the requirements outlined by the Director of Teacher Education.

Students deciding to work toward the degree Bachelor of Science in Education must elect to major in elementary education or in one of the subject matter areas available to those seeking a secondary certificate.

### **Special Education Requirement**

All students expecting to graduate with a Bachelor of Science in Education degree must successfully complete 2 hours of Exceptional Child (Psy 302) as a part of his or her graduation requirement.



## **COURSES OF INSTRUCTION**

### **ADMISSION TO THE TEACHER EDUCATION PROGRAM**

Admission to Missouri Southern State College does not automatically confer admission to the Teacher Education Program.

Students who plan to enter the professional education sequence and become certificated teachers are required to apply for admission to the Teacher Education Program. This application is made at the time the student is enrolled in Psychology of Human Development or during the first year of study at this college. The application form may be obtained from the Education Office. Each application is reviewed individually by the Teacher Education Admissions Committee.

In determining a student's fitness for the teaching profession, the committee considers test results, scholarship, verbal proficiency, experience with children and youth, autobiography, physical and mental health, and appropriate faculty recommendations. The minimum scholarship essential to acceptance is a cumulative grade point average of 2.5 for 55 or more semester hours.

The Committee decisions on student applications fall into three categories: (1) Approved for admission to the teacher education program; (2) Approved on the condition that certain stated requirements be met; or (3) Advised not to continue in teacher education. The student must have acceptance into the program before he is admitted to the professional education sequence of courses.

### **Supervised Teaching**

A second crucial point of screening in the Teacher Education program occurs when the student is ready to do supervised teaching during the "Professional Semester" of the senior year. To qualify for supervised teaching, the student must have a minimum 2.5 cumulative grade point average at the time of application and be recommended for student teaching by the major department and/or approved by the Teacher Selection Committee. The National Teachers Examination is taken by all persons who enroll in supervised teaching.

### **Advisement**

Each student who enrolls at Missouri Southern State College will have an adviser assigned who will help the student plan his program of studies. A student above the sophomore level will have faculty advisers assigned by the division in which he chooses to specialize. The Division of Education advises majors in elementary education and physical education or those desiring to major in two different teaching fields at the secondary school level. All post-graduates seeking certification to teach are advised by the Division of Education.

Information regarding teacher certification requirements, employment opportunities, professional education requirements, and supervised student teaching may be obtained from the Department of Education.

### **TEACHER CERTIFICATION BY "ACADEMIC CONTRACT"**

The Missouri State Department of Education has designed a procedure whereby college graduates who did not take a prescribed teacher education program in their degree programs can meet the necessary requirements to become a certified teacher by filing an "Academic Contract" with certain approved colleges and universities. The designated college is responsible for informing the State Department of Education what credit will be needed for certification and for the recommendation to issue the teaching certificate.

An "Academic Contract" may be executed with Missouri Southern State College on the condition that the person qualifies for admission into its teacher education program, has a signed statement of a teaching position from a school administrator, and has been properly enrolled in the college. All regular



## TEACHER EDUCATION

graduates of the teacher education program at Missouri Southern are awarded certification upon the recommendation of the Dean, School of Education.

### THE COUNCIL ON TEACHER EDUCATION

The Council on Teacher Education has a membership composed of both college faculty and elementary-secondary school personnel. The duties of the Council are to advise, approve, and evaluate programs leading to teacher certification at this college. Additionally, the Council serves as an appeal on matters related to teacher education admissions.

### ELEMENTARY EDUCATION

A student specializing in elementary education must complete the following courses in addition to the general studies requirements:

1. Math 120
2. Anthropology or Sociology
3. A 21 hour area of concentration

In addition, candidates for the degree Bachelor of Science in Education with a major in elementary education must satisfactorily complete the following required courses: Art 220, Eng. 325, HPER 311, Music 332, Psy. 110, Psy. 302, Psy. 310, Educ. 300, Educ. 311, Educ. 312, Educ. 320, Educ. 321, Educ. 322, Educ. 340, Educ. 342, Educ. 343, Educ. 370, Educ. 402, Educ. 432, Educ. 442, Educ. 470, and 4 hours of restricted electives.

Prior to the start of the junior year each student will take a writing proficiency test. Those who do not pass will take a writing course.

**Special Education**—An area of concentration is offered in three areas of special education. Each of these programs is designed to support a major in either elementary or secondary education, preferably elementary. A major in Psychology-Special Education is also offered by the Psychology Department that leads to certification in selected special education areas for grades 1-12. Persons preparing to teach other subjects at the secondary level may also qualify for certification in any of the special education areas listed below along with their major. However, several basic elementary education courses will also need to be completed. Persons interested in such certification for teaching special education at the secondary level should check with the Department of Education for details and requirements. All persons preparing to teach in any special education area must complete supervised student teaching or a practicum in a special education setting. Careful planning makes it possible for a student to receive certification in three areas of special education with little additional course work. Students planning special education certification are advised to keep in close contact with the Education Department because requirements for special certifications are subject to change.

#### Mentally Handicapped

Certification requirements to teach the Mentally Handicapped are the same as those for Learning Disabilities **except** that Educ 403 is substituted for Educ 404.

#### Learning Disabilities

For certification to teach Learning Disabilities the following is required: Psy 110 or Psy 300 if K-9 certification is desired, or Psy 301 if 7-12 certification is desired, or both Psy 300 and 301 if K-12 certification is desired. Also the following are required: Psy 302, Educ 324, Educ 404, Educ 342, Educ 470, Educ 430,



## COURSES OF INSTRUCTION

Psy 412, Educ 407, Educ 420, Psy 382, Educ 312, Psy 310, Psy 432, and sociology elective: Educ 444 (Student Teaching in Special Education).

### Behavior Disorders

For certification to teach Behavior Disorders the requirements are the same as for Learning Disabilities **except** that Educ 405 is substituted for Educ 404.

### Remedial Reading

A person who completes a baccalaureate degree with a teaching major may also be certified in the field of remedial reading by satisfactorily completing the following courses: Educ. 302, Educ. 342 or Educ. 422, Educ. 470, Psy. 471, Educ. 472. Educ. 422 is required for secondary remedial reading.

## SECONDARY EDUCATION

The student who desires to teach in a secondary school may choose to become qualified in a single teaching field with a high degree of specialization, or in two different teaching fields with a lesser degree of specialization in each. Available for secondary school teaching are:

- |                       |                                  |
|-----------------------|----------------------------------|
| 1. Art                | 9. Music                         |
| 2. Biology            | 10. Physical Education           |
| 3. Chemistry          | 11. Physics                      |
| 4. Business Education | 12. Physical Science             |
| 5. English            | 13. Psychology-Special Education |
| 6. Industrial Arts    | 14. Social Science               |
| 7. Spanish            | 15. Speech & Theatre             |
| 8. Mathematics        |                                  |

A student may elect a supporting area (a minor) from any one of the listed majors.

Under certain circumstances, it is possible for a person to become qualified to teach art, music, or physical education at both the elementary and secondary school level. Students interested in such a program should consult the department involved.

Students interested in certification to teach **driver education** or to **coach interscholastic sports** should consult the Physical Education Department.

A student emphasizing secondary education must also complete departmental course requirements under either Plan A or Plan B.

### Plan A: (Double Major)

This plan is intended for those persons who desire to qualify as teachers in two different subject matter areas. Each area requires 30 semester hours of specific course work which must meet minimum State Department of Education requirements. Plan A is not available in social science, music, or in program preparing teachers for both elementary and secondary certification. **If Plan A is selected, the second teaching field is required.** Students may select an adviser in either department he chooses to major in or from the Department of Education.

### Plan B: (Single Teaching Field, Comprehensive Major)

This plan is intended for the person who wishes to concentrate his teacher preparation in one subject matter area only. Forty or more semester hours are re-



## TEACHER EDUCATION

quired in the subject matter area or related supporting courses listed in this catalog by the department.

A person choosing a single teaching field may also earn a minor of 21 semester hours of specific course work in some other or related field, which will qualify him for a second teaching field at only the junior high school level.

Each department that prepares students for secondary school teaching has developed a program of studies to be pursued by students who choose to follow either of the above plans. Plan B is mandatory for majors in social science, music, and in certain programs preparing students for dual certification at both the elementary and secondary school level.

### PROFESSIONAL EDUCATION

The following sequence of courses is to be completed by students planning to teach at the secondary or elementary level:

#### Freshman-Sophomore Year

Persons who are planning to enter teaching should take Psy 110, Psychology of Human Development, and Psy 302, The Exceptional Child, during their first two years. Secondary School majors seeking an extended teaching certificate which will also qualify them to teach the same area in the elementary school, must have a course in child development. Any person preparing at the secondary level must have either Psy. 110, Human Development or separate courses in General Psychology and Adolescent Psychology. Educ. 200, Exploratory Field Experience, may be taken between semesters in the sophomore year by enrolling for it at the spring registration.

#### Junior Year

*Psy. 310 Educational Psychology	2 hrs.
Select one combination from	
Educ. 320 Structure of Teaching, Elementary	2 hrs.
Educ. 321 Microteaching, Elementary	2 hrs.
Or	
Educ. 330 Structure of Teaching, Secondary	2 hrs.
Educ. 331 Microteaching, Secondary	2 hrs.

\*May be taken sophomore year

#### Senior Year

The "Professional Semester" occupies one complete semester. For one-half of the professional semester, the student studies five courses and during the other one-half does supervised teaching (approximately eight weeks). COURSES OUTSIDE THIS BLOCK SHOULD NOT BE SCHEDULED. Students are also discouraged from participation in outside activities during student teaching since this aspect of their program demands much time. Required courses are:

#### Secondary Teaching

Educ. 462 Student Teaching, Secondary  
Educ. 432 Critical Issues in Education  
Educ. 402 Foundations of Education  
Educ. 370 Intro to Instructional Media  
Educ.     A course in Special Methods of Teaching in the Major Field

Select one of the following:

Psy. 412 Measurement and Evaluation



## COURSES OF INSTRUCTION

- Educ. 412 Individualized Curriculum Development
- Educ. 420 Introduction to Counseling  
Or other courses approved by the Dean of Education  
and Psychology

### Elementary Teaching

- Educ. 442 Student Teaching, Elementary
- Educ. 432 Critical Issues in Education
- Educ. 402 Foundations of Education
- Educ. 322 Methods of Teaching Social Studies in Elem. School
- Educ. 370 Introduction to Instructional Media

Select one of the following:

- Psy. 412 Measurement and Evaluation
- Educ. 412 Individualized Curriculum Development
- Educ. 420 Introduction to Counseling  
Or other courses approved by the Dean of Education  
and Psychology

Combination of Elementary and Secondary Teaching

For students majoring in art, music, foreign language, physical education, or psychology-special education who desire certification at both the elementary and secondary levels, the following professional semester is recommended;\*

- Educ. 402 Foundations of Education
- Educ. 464 Student Teaching, Combination of Secondary and Elementary  
Teaching in major field
- Educ. 432 Critical Issues in Education
- Educ. Special Methods Course in Major Field
- Educ. 370 Introduction to Instructional Media

Select one of the following:

- Psy. 412 Measurement and Evaluation
- Educ. 412 Individualized Curriculum Development
- Educ. 420 Introduction to Counseling  
Or other courses approved by the Dean of Education  
and Psychology

\*A course in Human Development or Child Psychology is required for certification for grades K-12. If Human Development is not taken, then both Adolescent and Child Psychology are required.

## EDUCATION COURSE OFFERINGS

### 0817-010—Techniques of Reading (F,S)

2 hrs. cr.

A reading improvement program consisting of group and individual work, intended primarily for students needing remedial work in reading. Individual diagnostic reading tests determine student needs. (Cannot be applied to any degree.)

### 0801-200—Exploratory Field Experiences (S)

1 hr. cr.

Students are assigned to elementary or secondary school for a minimum of fifty-four clock hours to serve as educational aids. The course provides the opportunity for the student to explore teaching as a potential career based on actual classroom experience. A student must have earned 34 hours of college credit to be eligible for this course.



## TEACHER EDUCATION

Assignments, normally, are made during the break during first and second semester. Prerequisite: Psych. 110, or Psy. 300, or 301. (May be repeated only once.)

### **0801-300—Clinical Experiences (F,S) 1-2 hrs. cr.**

Students assigned to elementary or secondary schools for 32 hours for each credit hour received. Students are provided the opportunity to work with a classroom teacher in their specialized area. May be repeated for credit. Elementary education majors are required to have a minimum of 2 semester hours credit.

### **0811-302—The Exceptional Child (S) 2 hrs. cr.** (See Psychology 302)

### **0801-310—Education in American Society (demand) 2 hrs. cr.**

Designed especially for the non-education major who desires a more complete knowledge of the structure, function, purposes, and operation of the American education system. The course will include such topics as school finance, legal aspects of education, controversial issues, and educational trends. Extensive use will be made of visiting speakers and field trips.

### **0834-311—Science in the Elementary School (F) 2 hrs. cr.**

Emphasis on science in the child's environment. Development of problems, activities, and experiments. Survey and evaluation of teaching materials and laboratory equipment suitable to the elementary school. Prerequisite: Courses in biological and physical science.

### **0833-312—Problems of Teaching Arithmetic in Elementary Schools (See Math 312) (S) 2 hrs. cr.**

Basic course in the teaching of arithmetic in the elementary grades. The application of principles of learning and techniques of presentation are considered. Prerequisite: 3 hours math.

### **0823-316—Introduction to Early Childhood Education (F) 3 hrs. cr.**

Students will be given opportunities to observe in different types of early childhood programs. A special emphasis will be given to working **with parents** in educating young children. Students will also be provided experiences involving planning for instruction. Using community resources for early childhood experiences will be emphasized. Students will be encouraged to work as volunteer teacher-aides during the course.

### **0823-319—Early Childhood Education Curriculum and Materials (demand) 3 hrs. cr.**

Course is designed to provide the student of early childhood education with a background in curriculum and materials for the young child. The student will have opportunities through the practicum to observe children involved in early childhood programs and to plan and conduct a lesson with children in each of the major curriculum areas, under supervision. The course will also provide the student opportunities to construct various teaching materials for early childhood education. Prerequisite: Psy. 310.

### **0802-320—Structure of Teaching-Elementary (F,S) 2 hrs. cr.**

An integrated course including problems relating to teaching in the elementary school. The acquisition of instructional skills and strategies to the teacher-learner situation is expected. Classroom organization and management, instruction innovations, and both verbal and non-verbal interaction skills are studied. Actual classroom participation in a public school is required. The course is team taught. Enrollment in a video-teaching lab (Educ. 321) must be concurrent. Prerequisite: Psy. 300 or 301, and Psy. 310 and C.P.A. of not less than 2.5 admitted to teacher education.



## COURSES OF INSTRUCTION

### **0802-321—Microteaching (F,S)**

**2 hrs. cr.**

A required part of Educ. 320 and must be taken concurrently with it. Short teaching episodes are prepared, taught and analyzed via video-tape. The basic concern is with the demonstration of effective teaching skills. (Performance based, credit-non-credit grading.)

### **0842-322—Teaching Social Studies in Elementary School (F,S)**

**2 hrs. cr.**

Provides an introduction to the instructional materials and methods of teaching social studies in the Elementary School. This course is part of the Professional Semester.

### **0808-324—Introduction to Special Education (F)**

**3 hrs. cr.**

An introduction to the subject and career field of Special Education. The course is an over-view of all areas of special education but not intended as a methods course for any specific disability. Survey of research related to the areas of LD, EMR, TMR, and Social and Emotionally Disturbed. Prerequisite: General and Child or Adolescent Psychology, or Human Growth and Development; Psychology of Exceptional Child.

### **0803-330—Structure of Teaching-Secondary (F,S)**

**2 hrs. cr.**

A study of the instructional skills, strategies and techniques of teaching in the secondary school. Development of the secondary school, classroom organization and management, instructional innovations, and both verbal and non-verbal interaction are studied. Actual participation in a public school classroom and field trips are required. The course is team taught. Enrollment in a video-teaching lab (Ed. 331) must be concurrent. Prerequisites: Psy. 300 and 301, or 110 and Psy. 310 and a G.P.A. of not less than 2.2 admitted to teacher education.

### **0803-331—Microteaching (F,S)**

**2 hrs. cr.**

A required part of Educ. 330 and must be taken concurrently with it. Short teaching episodes are prepared, taught, and analyzed via video-tape recordings. The basic concern is with the demonstration of effective teaching skills. (Performance based, credit-non-credit grading.)

### **0843-332—Teaching English and Language Arts in Secondary School (F,S)**

**2 hrs. cr.**

Provides an introduction to the instructional materials and methods of teaching English, speech and foreign language in the secondary schools. This course is part of the Professional semester.

### **0834-333—Teaching Science in Secondary School (F,S)**

**2 hrs. cr.**

Provides an introduction to the instructional material and methods of teaching science in secondary school. The course is a part of the Professional Semester.

### **0844-334—Teaching Social Science in Secondary School (F,S)**

**2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching social science in secondary school. The course is part of the Professional Semester.

### **0832-335—Teaching Music in Secondary School (F)**

**2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching music in secondary schools. The course is part of the Professional Semester.

### **0838-336—Teaching Business in Secondary School (F,S)**

**2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching business in the secondary school. The course is part of the Professional Semester.

### **0835-337—Teaching Art in Secondary School (F)**

**2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching art in the secondary schools. The course is part of the Professional Semester.



## TEACHER EDUCATION

**0835-338—Teaching Health and Physical Education in Secondary School (F,S) 2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching physical education and health in the secondary schools. The course is part of the Professional Semester.

**0833-339—Teaching Mathematics in Secondary School (F,S) 2 hrs. cr.**

Provides an introduction to the instructional planning, materials, and methods of teaching mathematics in the secondary schools. The course is part of the Professional Semester.

**0802-340—Language Arts (F,S) 2 hrs. cr.**

Foundation course for development of understanding attitudes necessary to teach written and oral communication at the elementary level.

**0839-341—Teaching Industrial Arts in Secondary School (F,S) 2 hrs. cr.**

Provides an introduction to curriculum, methods, and materials for teaching the various industrial arts in secondary school. The course is part of the Professional Semester.

**0803-342—Intro. to Developmental Reading (F,S) 3 hrs. cr.**

First course in Reading Methods. Different approaches to teaching reading are studied and compared to individual learning styles of children.

**0803-343—Assessing and Personalizing Reading Instruction (F,S) 3 hrs. cr.**

A study of preventive and/or corrective methods and devices for the teaching of reading in the regular classroom. Emphasis on techniques for individualization and various types of grouping procedures.

**0803-344—Teaching Speech and Theatre in Secondary School (Demand) 2 hrs. cr.**

Techniques, methods, and course content used in teaching speech and theatre in the secondary school. To be taken the professional semester. Prerequisite: Admission to Teacher Education.

**0829-370—Introduction to Instructional Media (F,S) 2 hrs. cr.**

Designed to give the teacher a basic understanding of the preparation and use of the various audio-visual materials and devices, with emphasis on the preparation of such materials. Enrollment is limited to education majors. (Performance based-credit-non credit grading.)

**0821-400—Philosophy and History of Education (F,S) 3 hrs. cr.**

Study of educational thinking and practices from the ancient to the present. Emphasis is on relating earlier educational thought to building a personal philosophy of education. Prerequisite: Admission to Teacher Education. Offered to special students.

**0821-402—Foundations of Education (F,S) 2 hrs. cr.**

A study of the historical, philosophical, and sociological aspects of American education. Emphasis is placed upon the concepts of philosophical approaches to education theory and practice, and application of the teaching-learning theory and practice, and application of the teaching-learning process.

**0810-403—Teaching the Mentally Retarded (F) 3 hrs. cr.**

Designed to help the prospective or in-service teacher understand mental retardation. Attention is given to courses, diagnosis, curriculum and teaching methods especially suited to mentally retarded children. Prerequisite: Psy. 302.



## COURSES OF INSTRUCTION

**0810-404—Methods of Teaching Children with Learning Disabilities (S) 3 hrs. cr.**

Prepares teachers in the area of learning disabilities with particular attention to verbal communication disorders and visual motor integration problems. Diagnosis methodology techniques, curriculum, methods, and materials will be stressed. Prerequisite: Psy 302.

**0816-405—Methods of Teaching Children with Behavioral Disorders 3 hrs. cr.**

Established a teaching rational utilizing a precision individualized teaching strategy which enables the ecotionally disturbed learner to profit more fully from his school experiences. Prerequisite: Psy. 302.

**0810-406—Teaching the Trainable Mentally Retarded (F) 3 hrs. cr.**

Considers practices and problems in developing curriculum for trainable mentally retarded children and adolescents. Appropriate materials, organization and instructional processes are studied.

**0829-407—Diagnostic and Prescriptive Teaching (S) 3 hrs. cr.**

The course offers instruction in interpreting diagnostic information into an individualized prescription. Appropriate for regular classroom and special teachers. 2-3 hrs.

**0829-412—Individualized Curriculum Development (F,S) 2 hrs. cr.**

Designed for elementary and secondary education majors. Focus is placed on instructional programming for the individual student, strategies for individualizing, grouping for instruction, organizing a variety of learning activities and materials, instructional evaluation, home-school-community relations, and comparing alternative educational systems. Prerequisite: Admission to Teacher Education.

**0826-420—Introduction to Counseling (F,S) 2 hrs. cr.**

Survey of counseling philosophies, principles and practices. Designed for the classroom teacher as well as the specialist in counseling or special educator. Intended for working with both students and parents. Prerequisite: Psy. 302.

**0826-421—Introduction to Career and Occupational Information (F) 3 hrs. cr.**

Designed for education majors with emphasis on teaching about career and occupational roles and their relationship to the world of work. Major thrust is to provide strategies which promote attitudes and habits that will assist youth in the making of choices and adjustments productive of personal satisfaction, effectiveness, and growth. Special emphasis is given to occupational problems of the handicapped. Prerequisite: Ed. 320 or 330.

**0830-422—Teaching Reading in Secondary Schools (F) 2 hrs. cr.**

Designed to help prospective teachers understand reading development and its part in the total school program. Required for certification of secondary teachers of English in Missouri. Prerequisite: Psy. 302.

**0815-430—Language Development in Children (F) 3 hrs. cr.**

Concerned with normal language development in children. Emphasis is placed on factors that interfere with speech and language development, especially for handicapped children. The development of articulation and human speech mechanism are also studied.

**0827-432—Critical Issues in Education (F,S) 2 hrs. cr.**

Current problems in the area of education are explored, with special regard to legal and professional role of school personnel, their relationship to federal and state governments, and to local school districts; certification, salary schedules, retirement and other benefits, professional organizations for teachers, relationship with administration, pupils, parents,



## TEACHER EDUCATION

and the community. Prerequisite: Admission to Teacher Education. Offered in the Professional Semester.

### **0829-435—Materials and Methods of Individualizing Instruction (S)**

**3 hrs. cr.**

This course provides an introduction to the concepts, methods, and materials necessary to implement a program of individual instruction in the elementary or secondary school. Useful for those designing learning programs for exceptional children. Prerequisite: Educational Psychology and Structures of Teaching.

### **0802-442—Student Teaching-Elementary (F,S)**

**8 hrs. cr.**

Participation, under supervision, in teaching on the elementary level in an off-campus school. Prerequisites: 88 semester hours with a grade point average of 2.5, admission to the program of teacher education, and Educ. 320. Course assignments will include full-time supervised teaching for one-half of the semester. Students whose last names begin with the letters A-L should plan to enroll in first semester; M-Z in second semester. Conferences are scheduled as needed. Specific assignment is made by the Department of Education. Arrangements for assignment are to be made in semester preceding the actual student teaching block.

### **0802-443—Student Teaching-Elementary (F,S)**

**3 hrs. cr.**

Participation, under supervision, on the elementary level in an off-campus school. Curriculum participation and observation consists of 15 hours per week for one half semester. Prerequisite: See Educ. 442. Arrangements for assignment should be made in semester preceding the actual student teaching block.

### **0802-444—Student Teaching-Special Education (F,S)**

**3-6 hrs. cr.**

This course in which the trainee student teaches the handicapped child shall immediately follow Educ. 442 or 462 or 464. Prerequisite: See Educ. 442. Course assignment to consist of a minimum of 5 hours a week of student teaching for each one hour of credit, per one-half semester. Conferences will be scheduled as needed.

### **0808-446—Practicum in Special Education (F,S)**

**3 hrs. cr.**

Clinical experience directed toward providing students with an opportunity to work and interact with exceptional children in a variety of community facilities. Prerequisite: Ed 324 and 6 hours of Methods of Teaching Special Education.

### **0803-462—Student Teaching-Secondary (F,S)**

**6 hrs. cr.**

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials and methods integrated with student teaching. Prerequisite: Educ. 330 or equivalent, fifteen semester hours in teaching field, and a minimum of 88 semester hours with a grade point average of 2.2. Assignment to consist of full-time teaching for one-half semester with professional courses to be taken during the other half of semester. Students whose last names begin with the letters A-L should plan to enroll in first semester; M-Z in second semester. Conferences are scheduled as needed. Specific assignment is made by Department of Education.

### **0803-463—Student Teaching-Secondary (F,S)**

**6 hrs. cr.**

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials, and methods integrated with student teaching. Prerequisites: See Educ. 462. Assignment to consist of daily three-hour block of time during a regular semester.

### **0803-464—Student Teaching-Combination (F,S)**

**3-6 hrs. cr.**

Participation, under supervision, in teaching on the secondary and elementary levels in an off-campus school. Intended for those students in specialized area such as Art, Music, Psychology-Special Education, and Physical Education who are preparing to be certified for teaching their specialty at both levels. Curriculum, materials and methods integrated



## COURSES OF INSTRUCTION

with teaching participation and observation. Assignments consist of a minimum five hours per week of participation and conferences for each hour of credit for one-half the semester. Specific assignments are made by Department of Education.

### **Educ.-470—Diagnostic and Remedial Reading (F,S) 2 hrs. cr.**

A course of study to prepare the beginning remedial reading teacher and the regular class teacher to deal with remedial reading problems. Emphasis is on diagnosis of problems more clinical in nature with techniques, materials, and management being stressed. (Prerequisite: Educ. 342 and 343)

### **0803-471—Practicum in Diagnosis of Reading Difficulties (F) 3 hrs. cr.**

Practice of administering, interpreting, and reporting of diagnostic test results of reading difficulties. Prerequisites: A methods course in the teaching of reading (Education 340 or Education 422), A Methods course in the analysis and correction of reading problems (Education 470), and a course in individual intelligence tests (Psychology 471).

### **0830-472—Practicum in Remediation of Reading Difficulties (S) 3 hrs. cr.**

Practice of using and reporting results of remedial methods in a case study of reading difficulties. Prerequisites: A Methods Course in Teaching (Education 340 or Education 422), A Methods Course in the Analysis of Correction of Reading Problems (Education 470), and a course in the Individual Intelligence Tests (Psychology 471), and Education 471.

### **0825-474—Educational-Psychological Testing (S) 3 hrs. cr.**

A comprehensive study of the various Psycho-Educational assessment techniques for diagnosis of learning problems of exceptional children, including educational, intelligence, and psychomotor. Emphasis will be placed on translating assessment data to remedial programs. (Same as Psy. 474). Prerequisites: Ed. 324, Psy. 310, Psy. 412.

### **0899-498—Seminar in Problems of Education (demand) 1-3 hrs. cr.**

A seminar for upper division majors only. The seminar meets regularly each week. Meeting is equal to number of credit hours determined by the department for a given semester. The course is designed to cover specialized knowledge and/or current research in the discipline. Topics vary by semester and situation. Prerequisite: Advanced standing and consent of department head.

### **0899-499—Independent Study (F,S) 1-3 hrs. cr.**

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field. Registration in the course must be approved by adviser and department head.

## ENGLISH

### **School of Arts and Sciences Department of English**

Blevins, Couch, Denniston, Dinges, Gardner, Greenlee, Harder, Lambert, Mitchell, Morgan, Preble, Short, Simpson, Slanina, Walters

A major for the Bachelor of Arts degree consists of 42 semester hours (above freshman composition) and must include Eng. 271, Eng. 272, Eng. 311, Eng. 312, either Eng. 301 or Eng. 400, and either Eng. 216 or Eng. 315.

English may be used as a minor or supporting area with certain majors. A minor consists of 21 semester hours (above freshman composition) and shall include 12 upper division hours. The student shall select the courses in consultation with an English adviser.



A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 42 semester hours of English (above freshman composition) and Education 422. Required English courses are Eng. 271, Eng. 272, Eng. 311, Eng. 312, Eng. 315, Eng. 319, either Eng. 301 or Eng. 400, either Eng. 450 or Eng. 451; one course from Eng. 410, Eng. 415, Eng. 420; one course from Eng. 425, Eng. 430, Eng. 435; one course from Eng. 345, Eng. 360, Eng. 370, Eng. 380.

A major for the Bachelor of Science in Education degree as one of two teaching fields (Plan A) consists of 30 semester hours of English (above freshman composition) and Education 422. Required English courses are Eng. 271, Eng. 272, Eng. 311, Eng. 312, Eng. 315; either Eng. 301 or Eng. 400; either Eng. 450 or Eng. 451.

English 101 is a prerequisite to all English courses except Eng. 180 and Eng. 181. English 102 or 111 is a prerequisite to all upper division literature courses. A lower division literature course is prerequisite to all upper division literature courses except Eng. 311 and Eng. 312.

**1501-100—Composition (F,S)**

**5 hrs. cr.**

A course designed for students whose placement scores indicate a need for special help and individual attention. Successful completion of goals of the course content permits the student to enroll in English 102. It is strongly recommended that any student who completes the course with a D enroll in English 101 before attempting English 102.

**1501-101—Composition (F,S)**

**3 hrs. cr.**

A study of the principles of effective writing based largely upon expository models. Successful completion of the goals of the course content permits the student to enroll in English 102. Students demonstrating exceptional ability as indicated by placement scores may be permitted to substitute English 111.

**1501-102—Composition (F,S)**

**3 hrs. cr.**

Continued development of writing skills. Initiation development, and completion of a research paper. Prerequisite: English 101.

**1501-111—Composition (F)**

**3 hrs. cr.**

A special composition course for freshmen demonstrating exceptional proficiency on placement tests. With a grade of C or better in English 111, a student automatically receives three hours credit for English 101, thereby satisfying the six-hour composition requirements. Should he receive a D in English 111, however, he must take English 102.

**1503-180—Masterpieces of World Literature (F,S)**

**3 hrs. cr.**

Selected masterpieces of world literature through the Renaissance, excluding British and American literature.

**1503-181—Masterpieces of World Literature (F,S)**

**3 hrs. cr.**

Selected masterpieces of world literature from the Renaissance to the present, excluding British and American literature.

**1507-216—Creative Writing (S)**

**3 hrs. cr.**

Experimental writing in prose, poetry, and drama. A study of the writer's roles and technical approaches to literature in order to develop creative writing skills. Prerequisite: English 102.

**1502-271—English Literature (F,S)**

**3 hrs. cr.**

Survey of English literature from its beginnings to the Romantic Movement.

**1502-272—English Literature (F,S)**

**3 hrs. cr.**

Survey of English literature from the Romantic Movement to the present.



## COURSES OF INSTRUCTION

- 1599-298—Explorations in Literature (S)** 3 hrs. cr.  
Studies in a variety of literary subjects. Topic open. English majors may not count the course more than once toward their English hours requirement.
- 1501-301—Modern Grammar (F,S)** 3 hrs. cr.  
A survey of the major descriptive approaches to English grammar, with some attention devoted to the topics of usage, dialect, and practical applications.
- 1502-311—American Literature (F,S)** 3 hrs. cr.  
A survey of American literature from its beginnings to the Civil War.
- 1502-312—American Literature (F,S)** 3 hrs. cr.  
A survey of American literature from the Civil War to the present.
- 1501-315—Exposition (F,S)** 3 hrs. cr.  
A study of the techniques of factual writing. Recommended for all students, especially those planning professional careers. Prerequisite: Six hours composition.
- 1501-319—Composition for Teachers (F,S)** 3 hrs. cr.  
A course for prospective teachers of English, covering practical suggestions, a review of grammar, practice in writing, and the theory of teaching writing.
- 1502-325—Children's Literature (F,S)** 3 hrs. cr.  
A reading, lecture, and observation course for elementary education students, including evaluation of children's literature, its historical development, and its uses in the elementary school. This course does not count toward an English major.
- 1502-330—Literature for Adolescents (F)** 3 hrs. cr.  
An extensive reading course for education students, including some evaluation of literature for adolescents and methodology for use in the classroom.
- 1502-340—Black American Literature (S)** 3 hrs. cr.  
All representative literary genres illustrating the growth of Black American literature.
- 1502-345—The American Novel (F)** 3 hrs. cr.  
The growth of the American novel featuring representative works of authors such as Hawthorne, Twain, and Faulkner.
- 1502-350—Recent American Literature (S)** 3 hrs. cr.  
A study of the major movements in American literature since World War II.
- 1502-360—Twentieth Century Drama (S)** 3 hrs. cr.  
Plays in English from Shaw to the present, with selected readings of European and American works.
- 1502-370—Twentieth Century Poetry (F)** 3 hrs. cr.  
Representative Poetry from Yeats to the present. (Formerly English 481.)
- 1502-380—The English Novel (S)** 3 hrs. cr.  
Development of the English novel from 1700 to the present, featuring representative works from authors such as Austen, Dickens, and Joyce.
- 1502-400—History of the English Language (S)** 3 hrs. cr.  
An examination of the ancestors of English and the effect of other languages, peoples, and cultures upon its development. An investigation of the phonology, morphology, syntax, and usage of the language throughout its history.



## ENGLISH

- 1502-410—Medieval English Literature (F)** 3 hrs. cr.  
Literature of England in the Anglo-Saxon and Middle English periods. Emphasis upon Chaucer. Prerequisite: English 271.
- 1502-415—Renaissance and Restoration Non-Dramatic Literature (F)** 3 hrs. cr.  
Study of English poetry and prose from 1500 to 1700. Prerequisite: English 271.
- 1502-420—Renaissance and Restoration Drama (S)** 3 hrs. cr.  
Study of English drama from 1500 to 1700 (excluding Shakespeare) with emphasis on the Elizabethan and Jacobean theatres. Prerequisite: English 271.
- 1502-425—Eighteenth Century English Literature (S)** 3 hrs. cr.  
The enlightenment and the decline of neoclassicism in literature from 1700 to 1785, Pope to Johnson. Prerequisite: English 271.
- 1502-430—The Romantic Period (F)** 3 hrs. cr.  
English literature from 1798 to 1832. Literary tendencies and representative authors from Wordsworth through Keats. Prerequisite: English 272.
- 1502-435—The Victorian Period (S)** 3 hrs. cr.  
English literature from 1832 to 1901. Literary tendencies and authors such as Tennyson, Browning, and Arnold. Prerequisite: English 272.
- 1502-450—Shakespeare (F)** 3 hrs. cr.  
Close study of selected comedies, histories, tragedies, and non-dramatic poems. Prerequisite: English 271.
- 1502-451—Shakespeare (S)** 3 hrs. cr.  
Close study of selected comedies, histories, and tragedies not examined in English 450. Prerequisite: English 271.
- 1502-455—Milton (on demand)** 3 hrs. cr.  
A study of his English poetry and selected prose. Prerequisite: English 271.
- 1502-498—Seminar in Literature (on demand)** 3 hrs. cr.  
For advanced majors. Topic open.
- 1502-499—Independent Study (F,S)** 1-3 hrs. cr.  
Individually directed study in selected areas for advanced majors. Prerequisite: a grade point average of 3.0 in English. Registration must be approved by adviser, department head, and school dean.

## ENVIRONMENTAL HEALTH TECHNOLOGY

### School of Technology

G. Elick, Tillman

The college offers the four year Bachelor of Science in Environmental Health Technology. An Associate of Science degree (two year) in Environmental Health Technology is described further under Associate of Science Programs in this catalog. Two options in the Bachelor of Science in Environmental Health Technology program are available:

#### Option I

Water and Wastewater Management



## COURSES OF INSTRUCTION

### Option II

#### Institutional and Community Health

**Option I** requires three academic years of study at Missouri Southern State College preceded or followed by successful completion of 48 weeks of training at the Water and Wastewater Technical School, Neosho, Missouri. Required courses besides general education requirements are Bio. 101, Bio. 112, Bio. 122, Bio. 211 or Bio. 231, Bio. 312, Bio. 370, Bio. 306 or Bio. 431 and Bio. 442 or approved substitute, Chem. 101, Chem. 102, Chem. 162, Chem. 201, Chem. 300, Acct. 101, Econ. 201, MM 350 and MM 352. Fees for this program are the same as fees for any other students at the respective schools. These fees are stated in the current catalogs of each institution. The student holds membership in only one student body at a time.

**Option II** requires four complete academic years of study at Missouri Southern State College including a one semester 12 credit hour practicum which may be spent at one or more of the following establishments: hospitals, other health facilities regulatory agencies or with local health related industries. Plans for the practicum with the adviser should be made during the spring semester of the junior year at MSSC. Required courses besides general education requirements are Bio. 101, Bio. 112, Bio. 122, Bio. 211 or Bio. 231, Bio. 312, Bio. 370, Bio. 306, or Bio. 431 and Bio. 442 or an approved substitute, Chem. 101, Chem. 102, Chem. 162, Chem. 201, Chem. 300, Geol. 110 or Geol. 300, Acct. 101, Econ. 201, MM 350, MM 352 and EHT 450.

### 1299-450—Practicum in Environmental Health (F,S)

12 hrs. cr.

A course designed to allow students to gain experience through actual observation and work at health facilities, health regulation agencies and/or industrial plants where environmental health is a viable concern. Periodic meetings between the MSSC coordinator, the cooperating institution and the student will be required. The student should not be employed in any job that will not allow full-time, maximum concentration on the academic practicum. Prerequisite: Senior standing in the Environmental Health or Biology curricula.

## FOREIGN LANGUAGES

### School of Arts and Sciences Department of Communications

Bodon, Carney, Peterson

The Department of Communications offers a full curriculum of courses in Spanish, with supporting courses in French and German. A language laboratory is used in all beginning courses.

A major for the Bachelor of Arts degree in Spanish consists of 40 semester hours and includes the same courses as for the Bachelor of Science in Education degree in the following paragraph.

A major for the Bachelor of Science in Education degree with Spanish as the single teaching field (Plan B) consists of 40 semester hours. The required courses are Span. 101, Span. 102, Span. 201, Span. 202, Span. 301, Span. 302, Span. 321, Span. 322, Span. 421, Span. 431, and Span. 434.

A major for the Bachelor of Science in Education degree with Spanish as one of two teaching fields (Plan A) consists of 31 semester hours. The required courses are Span. 101, Span. 102, Span. 201, Span. 202, Span. 301, Span. 302, and one course out of Span. 321, 322, or 332.

A minor in Spanish consists of 21 semester hours (not adequate for teaching



## FOREIGN LANGUAGE

certificate in the language unless one has a major in another language) and includes Span. 101, Span. 102, Span. 201, Span. 202, Span. 301, or 302, and one course out of Span. 321, 322, or 332.

### FRENCH

**1102-101—Beginning French (F) 5 hrs. cr.**

Conversation, pronunciation, essentials of grammar and diction. Language laboratory required.

**1102-102—Intermediate French (S) 5 hrs. cr.**

Spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required.

**1102-201—Readings in French Literature (F) 3 hrs. cr.**

Intermediate reading. Discussion of literature in French. Emphasis on vocabulary building. Grammar review. Prerequisite: Fren. 102 or equivalent.

**1102-202—Advanced Readings in French Literature (S) 3 hrs. cr.**

Representative works read and discussed in French. Short stories, a novel and poetry. Prerequisite: Fren. 201 or equivalent.

**1102-301—French Composition (F) 3 hrs. cr.**

Practice in writing French accompanied by a thorough study of grammar and syntax. Prerequisite: Fren. 202 or equivalent.

**1102-302—Advanced French Composition (S) 3 hrs. cr.**

Practice in writing French compositions. Thorough study of grammar, syntax, and idiomatic expressions. Prerequisite: Fren. 301.

**1102-321—Survey of French Literature (On demand) 3 hrs. cr.**

Study of French Literature from its origins through the seventeenth century. Prerequisite: Fren. 302 or equivalent.

**1102-322—Survey of French Literature (On demand) 3 hrs. cr.**

French Literature of the eighteenth, nineteenth and twentieth centuries. Prerequisite: Fren. 321.

### GERMAN

**1103-101—Beginning German (F) 5 hrs. cr.**

Stresses conversation, pronunciation, essentials of grammar and diction. Language laboratory required.

**1103-102—Intermediate German (S) 5 hrs. cr.**

Stresses spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required.

**1103-201—Reading in German Literature (F) 3 hrs. cr.**

Intermediate reading. Discussion of literature in German. Emphasis on vocabulary building. Grammar review. Prerequisite: Ger. 102 or equivalent.

**1103-202—Advanced Readings in German Literature (S) 3 hrs. cr.**

Representative works are read and discussed in German with emphasis on conversation, syntax and literary significance. Prerequisite: Ger. 201 or equivalent.



## SPANISH

- 1105-101—Beginning Spanish I (F,S)** 5 hrs. cr.  
Conversation, reading and writing, pronunciation proficiency and grammar essentials. Conducted in Spanish as far as practicable. Language laboratory required.
- 1105-102—Intermediate Spanish (F,S)** 5 hrs. cr.  
Continuation of Spanish 101. Language laboratory required.
- 1105-201—Readings and Conversation (F,S)** 3 hrs. cr.  
Reading and discussion of literature. Emphasis is on vocabulary building and grammar review.
- 1105-202—Introduction to Hispanic Literature and Culture (F,S)** 3 hrs. cr.  
Representative works are read and discussed in Spanish with emphasis on literary significance and culture.
- 1105-298—Explorations in Literature (S)** 3 hrs. cr.  
Studies in a variety of literary subjects. Each offering of the course on a different topic. Spanish majors may not count the course more than one time toward their Spanish hours requirement.
- 1105-301—Spanish Composition (F)** 3 hrs. cr.  
Practice in writing Spanish accompanied by a thorough study of grammar.
- 1105-302—Advanced Spanish Composition (S)** 3 hrs. cr.  
Practice in writing Spanish accompanied by thorough study of grammar and syntax with emphasis on subtle elements of idiomatic usage.
- 1105-321—Survey of Spanish Literature (F)** 3 hrs. cr.  
The literary background and important writers from the origin of Spanish literature to 1700. Representative works are read and discussed critically with written and oral reports.
- 1105-322—Survey of Spanish Literature (S)** 3 hrs. cr.  
The literary background and important writers from 1700 to the present.
- 1105-332—Introduction to Spanish American Literature (S)** 3 hrs. cr.  
Representative poetry, short stories, and essays are read and discussed.
- 1105-421—Nineteenth Century Spanish Novel (F,Odd)** 3 hrs. cr.  
The Spanish novel as an art form exemplified by selected works by such writers as Alarcón, Valera, Pereda, Galdós, Pardo-Bazán, Palacia Valdés, and Blasco Ibáñez.
- 1105-431—Don Quixote (S)** 3 hrs. cr.  
The source, structure, characters, language and style of Cervantes' masterpiece.
- 1105-434—The Spanish American Novel (F,Even)** 3 hrs. cr.  
Origin and development of the Spanish American novel, its political, social, geographical, and literary influences.
- 1105-498—Seminar (On demand)** 3 hrs. cr.  
For advanced majors. Topic open.
- 1105-499—Independent Study (F,S)** 1-3 hrs. cr.  
Individually directed study in selected areas for advanced majors. Registration must be approved by adviser, department head, and school dean.



## GENERAL SCIENCE

Certification for teaching general science at the 7-12 grade levels is obtainable at MSSC. Students preparing for a BS in Education with majors in Biology, Chemistry, Physics, or Physical Science should include at least four credit hours of geology in their program. General science as a second teaching field for other majors requires 21 credit hours in science with at least four credit hours in geology. Additional courses in biology (8 hours), chemistry (5 hours), and physics (5 hours) are likewise required. Students with this option in mind should notify their faculty adviser.

## GEOGRAPHY

### Division of Arts and Sciences Department of Social Science

Murphy, Smith

**2206-211—Regions and Nations (F,S) 3 hrs. cr.**  
A survey of the peoples of the earth and how their activities are influenced by climate, topography and natural resources.

**2206-298—Topics in Geography (On demand) 3 hrs. cr.**  
Special geography topics of current interest to the student. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

**2206-311—Political Geography (S,Odd) 3 hrs. cr.**  
A study of the geographic factors which have influenced international relations and the policies of nations as political units. Geopolitics, religion, racial and ethnic groupings and other factors which contribute to unity or disunity will be emphasized. PREREQUISITE: GEOG 211 or consent of instructor.

**2206-322—Economic Geography (F,Even) 3 hrs. cr.**  
A study of world commodities and the geographic factors which affect their production and make them significant to the world economy. PREREQUISITE: GEOG 211 or consent of the instructor.

**2206-412—Geography of Latin America (F,Odd) 3 hrs. cr.**  
A study of the physical regions and natural resources of South America, Latin America, Central America and the Caribbean Islands with special emphasis on current problems and relations with the United States. PREREQUISITE: GEOG 211 OR CONSENT OF THE INSTRUCTOR.

**2206-422—Geography of the United States and Canada (demand) 3 hrs. cr.**  
A geographic analysis of the United States and Canada with emphasis on regional variations of social, economic and physical phenomena. PREREQUISITE: GEOG 211 or CONSENT OF THE INSTRUCTOR.

**2206-498—Seminar in Geography (On demand) 1-3 hrs. cr.**  
The study and analysis of selected topics in regional, urban-economic, cultural or physical geography. Prerequisite: Geog 211 or consent of the instructor.



## **GEOLOGY**

### **School of Arts and Sciences**

Elick

**1914-110—Introduction to Geology (S) 5 hrs. cr.**

The materials of the earth and those forces producing physiographic changes. Three lectures and two, 2-hour laboratory for field trips a week.

**1914-300—Earth Environments (demand) 4 hrs. cr.**

A course describing aspects of the solid earth, the liquid environments of earth and our atmosphere. Interactions of these and their relationships to human society will also be discussed. Prerequisite: Physics 100.

**1914-320—Historical Geology (demand) 4 hrs. cr.**

A comprehensive study of the history of the earth, the fossil record, and physical features resultant from earth dynamics of the past. Prerequisites: Physics 100, Geology 110.

**1914-498—Studies in Geology (On demand) 1-3 hrs. cr.**

A seminar for upper division students only. The class will meet regularly a minimum number of hours each week equal to the number of credit hours. The course is designed to give specialized instruction in some discipline of geology not normally covered in other courses. Prerequisite: junior standing, Geol. 110 and a minimum GPA of 2.5 in 8 hours of biology and 8 hours of chemistry. Permission of the instructor required.

**1914-499—Problems in Geology (On demand) 1-3 hrs. cr.**

Consists of individual work under the supervision of a staff member with the credit and hours to be arranged. Problems may be undertaken in any field of geology with adequate preparation and the consent of the supervising instructor. Prerequisite: a minimum G.P.A. of 3.0 in 20 hours of science, Geol. 110, and a proven past interest in geology.

## **HEALTH FACILITIES ADMINISTRATION**

### **School of Technology**

Courses in this field are designed to give individuals currently in management or supervisory positions in health care facilities, or those individuals planning to attain such positions, an insight into the applications of the principles of Administration and Management techniques to these institutions.

**5218-200—Health Facilities Administrator and Management (demand) 3 hrs. cr.**

The principles and practice of the administration of health facilities. Includes a study of the various types of facilities and their relation to each other and problems of administration and management unique to such facilities. Three one-hour lectures per week.

**5218-210—The Administration and Management of the Long-Term Care Facility (demand) 3 hrs. cr.**

The problems unique to the long-term care facility including responsibilities for patient welfare, the relation to other health care facilities and to governmental agencies of various levels. Prerequisite: HA 200 or consent of instructor. Three one-hour lectures per week.



## HISTORY

### Division of Arts and Sciences Department of Social Science

Cooper, Holman, Markman, Murphy, Renner, Schafer, Smith

Students who plan to do graduate study after completing the baccalaureate degree and/or who plan to enter government or community service will want to take the Bachelor of Arts degree. A history major for this degree consists of 30 semester hours. The requirements are: Hist. 110, Hist. 120, Hist. 130, Hist. 140, 6 upper division semester hours in United States History, 6 upper division semester hours in European History and 6 upper division hours in history electives.

History may also be used as a minor or supporting area with certain majors. The requirements are 21 semester hours: Hist. 110, Hist. 120, Hist. 130, Hist. 140, and 9 upper division hours in history.

A social science major for the Bachelor of Science in Education degree, with an emphasis in history, consists of 49 semester hours. (Plan B must be followed with this major. See Education, page 102.) The requirements are: Hist. 110, Hist. 120, Hist. 130, Hist. 140, 6 upper division semester hours in United States History 6 upper division hours in European History and 6 upper division semester hours in history electives. For the remaining 22 hours the candidate will choose at least one course in political science, one course in sociology and two courses in geography. See page 99 for teacher education requirements.

#### **2205-110—United States History 1492-1877 (F,S) 3 hrs. cr.**

A survey of the United States from the "Age of Discovery and Exploration" through reconstruction.

#### **2205-120—United States History 1877 to the Present (F'S) 3 hrs. cr.**

A continuation of course 110. This course surveys the economic, social and political development of the United States from 1877 to the present.

#### **2205-130—Western Civilization to 1660 (F,S) 3 hrs. cr.**

A survey of the development and progress of western civilization from prehistoric times through 1660. The course surveys the contributions of the early peoples to civilization, as well as feudalism, the Renaissance and the Reformation.

#### **2205-140—Western Civilization 1660 to Present (F,S) 3 hrs. cr.**

A continuation of History 140. A historical survey of Western societies (excluding the United States of America) from the Age of Absolutism to the Nuclear Age. Emphasis on development of the nation-state, industrialization, imperialism, World Wars, and Post-World War II, provide basic background for study of more specialized historical investigations.

#### **2205-298—Topics in History (On demand) 3 hrs. cr.**

Special historical topics of current interest to the student. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

#### **2205-305—United States Social and Intellectual History (On demand) 3 hrs. cr.**

A study of ideas that have influenced the intellectual, cultural and social aspects of United States History from colonial times to 1877. Prerequisite: Hist.110.

#### **2205-307—History of East-Central Europe (On Demand) 3 hrs. cr.**

A survey of the history and development of continental Europe between the Baltic and the Aegean Seas. A course designed to familiarize the student with



## COURSES OF INSTRUCTION

the varied peoples and governments and the importance of this area in the modern world. Prerequisite: Hist. 130 or 140—or approval of the instructor.

### **2205-310—United States Social and Intellectual**

#### **History (On demand)**

**3 hrs. cr.**

A continuation of History 305. A study of the society and ideas of the United States during the period of its great industrial expansion and emergence as a major world power. Prerequisite: Hist. 110 or 120.

### **2205-315—Economic History of the United States (On demand)**

**3 hrs. cr.**

A study of the development of the American Economy and its related institutions from the early national period to the present. Prerequisite: Hist. 110 or 120.

### **2205-320—Medieval History (S,Even)**

**3 hrs. cr.**

A study of Europe from the end of the Roman Empire to 1500. Emphasis is placed on the significant historical aspects of the medieval period such as feudalism, the Church, the Crusades and the Renaissance. Prerequisite: Hist. 130 or 140.

### **2205-325—The American Frontier (F,Odd)**

**3 hrs. cr.**

The westward expansion of the United State and its effects upon the social, political and economic institutions until the close of the frontier in 1890. Prerequisite: Hist. 110 or 120.

### **2205-330—Hisotry of the American Indian (On Demand)**

**3 hrs. cr.**

A study of the history of Native American Society. The course examines the social, political, diplomatic, military and legal history of the Native American. Particular emphasis will be placed on the history of the American Indian in the nineteenth century. Prerequisite: History 110 or 120, or approval of the instrctor.

### **2205-335—Diplomatic History of the United States to 1900 (F,Odd)**

**3 hrs. cr.**

A study of the diplomatic relations of the United States and the related development of its foreign policy from 1775 to 1900. Prerequisite: Hist. 110 or 120.

### **2205-340—Twentieth Century Diplomacy (S,Odd)**

**3 hrs. cr.**

A historical investigation of United States diplomacy and the world of our time. The course emphasizes the increasing importance of the United States in World Affairs since it became a world power. Prerequisite: Hist. 110 or 120.

### **2205-345—Age of Jefferson and Jackson (F,Even)**

**3 hrs. cr.**

The course will concentrate on early political development in the United States. It will trace the evolution of the presidency over the first years of the new government studying the triumph of Jeffersonian ideas, social threads in the period, the the rise of nationalism. Prerequisites: Hist. 110 or 120.

### **2205-350—Civil War and Reconstruction (S,Odd)**

**3 hrs. cr.**

A study of the causes of the Civil War, slavery, and reform movements before the Civil War. Students will trace the development of Reconstruction, rise of the "Solid South," and political developments of the era. Prerequisites: Hist. 110 or 120.

### **2205-355—The South (F,Odd)**

**3 hrs. cr.**

A survey of the social, economic, political, and intellectual history of the southern United States concentrating on tracing the distinctive characteristics of the section and attempting to discover how a consciousness of the region's separateness evolved. Prereq-  
uisites: Hist. 110 or 120.



## HISTORY

### **2205-360—History of Missouri (S,Odd)**

**3 hrs. cr.**

A study of Missouri's growth from its early settlement to the present. Emphasis is placed upon political, economic, institutional, and social development. Prerequisites: Hist. 110 or 120.

### **2205-365—The English Colonies in America (F,Even)**

**3 hrs. cr.**

A study of the progress and development of the English Colonies from 1492 to 1776. Emphasis is placed on the extension of English social, political and economic institution as a background for the American Revolution. Prerequisite: Hist. 110.

### **2205-369—Nineteenth Century Europe (On Demand)**

**3 hrs. cr.**

A study of the major historical developments of European Civilization from 1815 to the turn of the Twentieth Century. Emphasis on industrialization, imperialism, rise of socialism/communism, middle-class liberal capitalism, new nationalism, alliance systems, and individual national developments. Prerequisite: Hist. 130, 140 or approval of instructor.

### **2205-370—Europe Since 1919 (S,Odd)**

**3 hrs. cr.**

The aftermath of World Wars I and II in Europe. Emphasis is placed on the formation of the League, collective security, a study of the totalitarian systems, the United Nations and current problems of world peace. Prerequisite: Hist. 130 or 140.

### **2205-375—English History to 1660 (F,Even)**

**3 hrs. cr.**

A survey of the rise and development of the English people from the Roman conquest to the Stuart Restoration. Emphasis is placed upon English Constitutional development and related institutions. Prerequisite: Hist. 130.

### **2205-380—English History from 1660 (S,Odd)**

**3 hrs. cr.**

A continuation of History 375. This is a survey of English History from the Restoration to the Present. Attention is placed on the development of the cabinet system and the emergence of modern political democracy. Prerequisite: Hist. 130 or 140.

### **2205-385—History of Russia and the Soviet Union (F,Odd)**

**3 hrs. cr.**

A survey approach to the history of Russia from pre-Tsarist times to the present. Emphasis will be placed on the land and the people, national characteristics, political institutions. The Nineteenth and Twentieth centuries will be given special consideration. Prerequisite: Hist. 110 or 120; 130 or 140.

### **2205-390—History of Germany (S,Odd)**

**3 hrs. cr.**

A survey approach to the social, political, military, and economic history of Germany, with major concentration on the post 1519 period. Emphasis will be placed on the decline of the Medieval Empire, princely absolutism, national unification, Weimar Republic, Third Reich, and post World War II Germany. Prerequisites: Hist. 110 or 120; 130 or 140.

### **2205-405—The United States 1870-1920 (F,Odd)**

**3 hrs. cr.**

A study of the United States at the turn of the century. The impact of the industrial revolution and its effect on social, political and economic institutions, the Progressive Movement and World War I. Prerequisite: Hist. 110 or 120. (Formerly Hist. 451.)

### **2205-410—the United States Since 1920 (S,Even)**

**3 hrs. cr.**

A study of the impact of politics, diplomacy and industrial development of the United States during the five decades since 1920. Prerequisite: Hist. 110 or 120.

### **2205-415—History of China (F,Even)**

**3 hrs. cr.**

A survey of modern China. Special emphasis is placed on Chinese society, political developments and relations with the west in the 19th and 20th centuries. Prerequisites: Hist. 110 or 120.



## COURSES OF INSTRUCTION

**2205-420—United States Constitutional History (S,Even) 3 hrs. cr.**

A study of the growth and development of the United States Constitution from 1787 to the present. Prerequisite: Hist. 110 or 120.

**2205-425—The Renaissance and the Reformation 1300-1650 (On demand) 3 hrs. cr.**

A study of the political, economic, religious and social development of Europe from the Crusades through the Reformation. The course reviews early European society and institutions and traces the replacements of these by the modern state system and capitalism and the reformation of the Church. Prerequisite: Hist. 130 or 140.

**2205-430—History of Japan (On demand) 3 hrs. cr.**

A survey of modern Japan. The course traces Japan's history from the middle of the 19th century to the present. Special attention is given to the development of Japan and the world reaction to it as it came into contact with western culture. Prerequisite: Hist. 110 or 120.

**2205-435—The Era of the French Revolution and Napoleon (F,Even) 3 hrs. cr.**

A study of Europe during the period of revolution and reaction, 1789-1815. Emphasis is placed on the French Revolution, the rise and fall of Napoleon and their manifestations for the future. Prerequisite: Hist. 130 or 140.

**2205-440—European Intellectual History (S,Even) 3 hrs. cr.**

A study of the intellectual, cultural and social occurrences in Europe from the Italian Renaissance to the French Revolution. Emphasis is placed on the Age of Enlightenment, significant effects of the French Revolution, Nationalism, Socialism, and mass warfare upon European civilization in the 19th and 20th centuries. Prerequisite: Hist. 130 or 140.

**2205-450—English Constitutional History (demand) 3 hrs. cr.**

The development of English political and legal institutions with emphasis on the Anglo-Norman background, the rise of parliament, Tudor absolutism, the Stuart period of revolution, development of the Cabinet, nineteenth century democratization, and evaluations resulting from the crisis of the Twentieth Century.

**2205-498—Seminar in History (demand) 3 hrs. cr.**

A seminar for upper division social science majors. The topics and methods covered in the seminar will be those not included in other courses. Emphasis will be placed upon the individual student's ability to research, assimilate, and present new areas of knowledge. Permission of the instructor is required.

**2205-499—Independent Study (F,S) 1-3 hrs. cr.**

An independent study course structured by the adviser with the approval of the department head and Division chairman. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by the department head and school dean.

## INDUSTRIAL ARTS

### School of Technology

Adams, Holmes, Morgan, Schultz

The Industrial Arts curriculum leads to the degree of Bachelor of Science in Education with a major in Industrial Arts. The student must meet the requirements for Option I, or II, complete the required Industrial Arts courses



## INDUSTRIAL ARTS

listed below, meet the general education requirements of the College, and complete the professional education requirements for a teaching certificate. Students majoring in Industrial Arts may take any course in the School of Technology for which they have the necessary prerequisites.

Industrial Arts majors should apply to the Department of Education for admission to teacher education during the second semester of their sophomore year. See Teacher Education section of this catalog for criteria for admission to teacher education and to the professional semester.

### Option I Area Major Specialization

The major consists of 45-48 semester hours. The student who wishes to specialize in one instructional area of the Department of Industrial Arts will satisfy the following requirements: (1) The required Industrial Arts courses; (2) a minimum of 21 semester hours in the area of specialization; and (3) three six-hour sequences selected from separate instructional areas.

### Option II Area Major General Industrial Arts

The major consists of 45-48 semester hours. The student who wishes to specialize in General Industrial Arts will satisfy the following requirements: (1) The required Industrial Arts courses; and (2) five sequences of six hours each selected from separate instructional areas.

### Option III Minor in Industrial Arts

A person choosing a single teaching field may also earn a minor of 21 semester hours in Industrial Arts courses consisting of the following required courses. This meets the Missouri Certification requirements for Grades K-9. Mach. 100, Draf. 110 and Draf. elective, IA 300, IA 301, IA 320, and IA 330.

A major in Industrial Arts requires the completion of the General Education courses (see page 54) plus the following courses: 6 hours of Drafting, 6 hours of Machine Technology, 4 hours of Electricity (IA 320 or Auto. 120), 8 hours of Wood, IA 330, IA 335, and 18 hours of Industrial Arts electives.

The Industrial Arts major will choose the sequences to meet requirements from the instructional areas listed below. The first two courses listed in each area will satisfy the six hours sequences, except where otherwise designated.

Automotive Technology: 100, 120, 200, 220, 250

Drafting and Design: 110, 120, 130, 200, 210

Electricity: Auto. 120 or IA 320

Machine Technology: 100, 110, 210, 260

Graphics, Jewelry and Silversmithing: 200, 205, 230 (Art Department)

Industrial Arts majors may select additional courses from the School of Technology and count these courses as part of the Industrial Arts major with the approval of the student's advisor.

Industrial Arts majors must select twelve upper division hours within their department.

### 0800-300—Woodworking and Wood Construction (F)

4 hrs. cr.

A study of the basic woodworking tools and machines and their safe and efficient use and care with special attention given to the designing, construction, and finishing of projects involving the use of the tools and machines studied. One hour lecture; six hours laboratory per week.

### 0800-301—Wood Technology, Processes and Products (S)

4 hrs. cr.

A study of wood technology-including manufacturing of lumber, seasoning, grading, buying, properties, structure and characteristics of wood. A study of the special processes and techniques and products used and produces in the woodworking industry including wood lamination, peg diffusion, wood flour and particle moulding, wood plastic composition (WPC), ammonia bending, mass production, use of jigs and fixtures. Students will design and finish projects involving use of special processes, techniques, jigs, fixtures. One hour lecture, six hours laboratory per week.



## COURSES OF INSTRUCTION

### **0800-320—Applied Electricity-Electronics (S)**

**4 hrs. cr.**

A study of the circuits, tools and equipment used in the electricity-electronics field and the application of these principles and equipment to industry. Emphasis is placed on safety in electricity, electricity, basic concepts, electrical quantities, common DC circuits, cells, and batteries, magnetism, basic measuring instruments, alternating current, inductance, transformers, capacitance, resistance, and capacitance in AC circuits, generators, motors, application of electricity residential wiring, electricity for communication, construction of demonstration apparatus. Two hours lecture; four hours laboratory per week.

### **0800-330—General Industrial Arts Shop (S)**

**3 hrs. cr.**

A general industrial arts course designed to strengthen the student's knowledge of the application of tools, materials, information and the construction and manufacturing processes used in the area of Industrial Arts Education. One hour lecture; four hours laboratory per week. Prerequisite: Student must have completed field requirement in at least three areas of Industrial Arts.

### **0800-335—Shop Organization and Management (S)**

**3 hrs. cr.**

Types of shop organization, equipment, and supply; sources, selection and arrangement of equipment, shop plans, inventories, accounting records, reports, requisitions, and specifications. Three hours lecture per week. Prerequisite: At least 15 hours of Industrial Education.

### **0800-298—Selected Topics in Industrial Arts (demand)**

**1-8 hrs. cr.**

Study of special topics in Industrial Arts. Each offering of the course on a special topic or topics not normally included in another course. Prerequisites to be determined by the department of Industrial Arts and stipulated in syllabus.

### **0800-498—Seminar in Industrial Arts (demand)**

**1-3 hrs. cr.**

A seminar for upper division Industrial Arts majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission of instructor.

### **0800-499—Independent Study in Industrial Arts (demand)**

**1-3 hrs. cr.**

Individually directed reading, research, and projects in selected areas of Industrial Arts for advanced majors. Scope, depth, and area of concentration and credit will be arranged upon entry into the course. Offered by arrangement. Prerequisite: Advanced standing in Industrial Arts field or permission of instructor.

## JOURNALISM

**School of Arts and Sciences  
Department of Communications**

Massa

The journalism program provides training for the student desiring to work in the communications media, for the education major who desires state certification in journalism, and for the student who plans to transfer to a school of journalism. While pursuing a bachelor's degree at Missouri Southern, a student may accumulate a sufficient number of hours to equal those by full departments of journalism elsewhere. The education major may qualify for state certification by taking 15 hours. Extensive experience on the staffs of the college newspaper and/or yearbook beyond the three hours in practical journalism is strongly



## JOURNALISM

recommended for the education major. The student headed for a journalism school can test his interest in a career in this field by enrolling in a course or two and by working on the college newspaper, **The Chart**.

To receive the Bachelor of Arts degree with a minor in journalism, the student must complete 21 hours in the supportive area of journalism in addition to the requirements for his major field of study. Persons interested in journalism as a career may combine a journalism minor with virtually any major and be assured of proper preparation for entering the profession. Majors in speech, political science, history, and foreign languages are especially recommended.

Students expecting admission to a school of journalism their junior year should follow the schedule recommended for the freshman and sophomore years of candidates for the Bachelor of Arts degree with a major in English. They must have 13 hours in one foreign language, six hours of economics, and exposition in addition.

### **0602-111—Newswriting (F,S) 3 hrs. cr.**

A study of news of some complexity; reporting; editing, copy reading, and proofreading. Practical work on the college newspaper. **The Chart**.

### **0602-121—Mass Communications Theory (F) 3 hrs. cr.**

A study of the theory, the history and development of mass communications and the role of the media in the political, social, and economic life of the present.

### **0602-220—Practical Journalism (F,S) (Per sem) 1 hr. cr.**

Laboratory experience on the staff of the college newspaper or the college yearbook. Intensive participation in reporting, editing, make-up, and paste-up. Students must participate fully in the work of the publication. One hour of credit each term for a maximum of three terms. Pre-requisite: Jour. 111 or consent of instructor.

### **0602-231—Feature Writing (F) 3 hrs. cr.**

Advanced course in writing special articles for newspapers and magazines. Practical work on the college newspaper. Pre-requisite: Jour. 111 or consent of instructor.

### **0602-233—Editing and Editorial Writing 3 hrs. cr.**

Principles of copy reading and editing, design of a newspaper. Paste-up techniques. Students work in positions of major responsibilities on the college newspaper, **The Chart**. Pre-requisite: Jour. 111.

### **0602-241—Introduction to Broadcasting (S) 3 hrs. cr.**

A study of the role of the electronic media in our society and an introduction to the varied aspects and functions of the broadcasting profession. Laboratory experience in television. Pre-requisite: Jour. 111.

### **0602-298—Selected Topics in Journalism 1-8 hrs. cr.**

Study of special topics in journalism. Each offering of the course is in a special topic or topics not normally included in another course. Pre-requisites are determined by the department and stipulated in syllabus.

### **0602-302—Photojournalism (F) 3 hrs. cr.**

Theory and practice of photojournalism. Students work on the photography staffs of college publications and deal with the application of photography to the mass media. Pre-requisite: Jour. 111 and a knowledge of photographic techniques, including developing and printing.



## COURSES OF INSTRUCTION

### **0602-312—Scholastic Publications (S, even)**

**3 hrs. cr.**

Editorial and production practices of school newspapers and yearbooks. The role of the publications adviser. Advanced publication work on the college newspaper or yearbook. Pre-requisite: 12 hours in journalism courses.

### **0602-498—Seminar in Journalism (demand)**

**1-3 hrs. cr.**

A seminar for upper-division students. Topics to be announced each time the course is offered. Pre-requisite: Senior standing and at least 15 hours of journalism. Juniors may enroll with permission of instructor.

### **0602-499—Independent Study in Journalism (demand)**

**1-3 hrs. cr.**

Individually directed study in selected areas for advanced majors in communications. Pre-requisite: A grade point average of 3.0 in the major field and 15 hours of journalism. Registration must be approved by the adviser, department head, and school dean.

## LAW ENFORCEMENT

### **School of Technology**

Seneker, Mosher, Richards, Spurlin, Terry, Whittle, Williams

The Associate of Science degree in Law Enforcement prepares students for entrance into police work, a field which has become highly specialized and complex at the local, state and national levels. Modern law enforcement responsibilities make academic preparation beyond the high school level essential.

Many law enforcement agencies have specific requirements regarding minimum age, height, weight, vision and other related requisites. Students interested in this field should check with appropriate agencies regarding their requirements. Students considering a major in this field should schedule a conference with the Director of Law Enforcement Programs before enrolling.

The Associate of Science in Law Enforcement requires the completion of the general education courses (see page 57) plus the following: PSc 120, Soc. 110, 210, 312, 351, Psy. 100, 221, HPER 160, 220, LE 100, 110, 150, 190, 200, 210, 250, and 290. Electives should be selected with advisor approval.

### **5505-100—Introduction to Law Enforcement (F,S)**

**3 hrs. cr.**

Municipal, county, state and federal police organizations. History and administration of justice. Responsibilities and opportunities in the field of law enforcement.

### **5505-110—Police Organization and Administration (F)**

**2 hrs. cr.**

Management operations, communications, budgeting, recruiting, training and public relations as they pertain to the local and state law enforcement agencies.

### **5505-150—Interview and Report Writing (S)**

**2 hrs. cr.**

The techniques of interviewing and writing the report. Legal considerations for criminal interrogations. Use of basic report forms and records systems.

### **5505-190—Supervised Police Work (Summer)**

**6 hrs. cr.**

The student spends a specific amount of time in the local police department, the local sheriff's department, and with other area agencies learning the standard line activities. The purpose is to introduce the student to the actual duties of law enforcement officers. Prerequisite: LE 100, LE 110, LE 150.



## LAW ENFORCEMENT

### **5505-200—Criminal Investigations (F)**

**3 hrs. cr.**

Fundamentals of criminal investigation techniques including crime scene procedures, burglary, and death investigation. Includes collection, preservation, identification of evidence and overview of crime lab procedures.

### **5505-210—Criminal Procedures (F)**

**3 hrs. cr.**

Criminal law procedures from arrest through trial. Search and seizure, laws of evidence, review of pertinent supreme court decisions and related topics. The order of criminal trial.

### **5505-250—Criminal Law (S)**

**3 hrs. cr.**

Criminal law purposes and functions; laws concerning arrest, search, and seizure. Rights and duties of officers and citizens in relation to local, state and federal laws. The development, application and enforcement of laws.

### **5505-290—Police Supervision and Management (S)**

**3 hrs. cr.**

Principles of personnel management as applied to law enforcement agencies; evaluation, promotion, discipline, training, employee welfare, and problem-solving leadership.

### **5505-298—Special Topics in Law Enforcement (demand)**

**1-8 hrs. cr.**

Course content varies and is designed to meet current needs and interests in the rapidly changing field of law enforcement. Precise topics to be announced, and prerequisites will be stipulated in the course syllabus.

## MACHINE TECHNOLOGY

### **School of Technology**

Schultz

Missouri Southern State College offers an Associate of Science in Machine Technology. The specialized course work in this curriculum is designed to prepare students for employment in the metal working industries. General education courses provide growth as an constructive individual and for living in the family and nation.

The curriculum is college oriented. Students following this curriculum are regular members of the college student body and are expected and encouraged to participate in extracurricular activities.

The Associate of Science in Machine Technology requires the completion of the general education courses (see page 57) plus the following: Draft. 101, 130, Mach. 100, 110, 160, 210, 240, 260, and Math 112.

### **5315-100—Introduction to Machine Tool Processes (F)**

**5 hrs. cr.**

An introductory course covering the operation, safety, set-up and theory of the five basic machine tools, the lathe, drill press, milling machine, pedestal grinder, shaper and planers, and the basic theory and operation of heat treatment and inspection equipment. Two one-hour lectures; three three-hour laboratories per week.

### **5315-110—Advanced Machine Tool Processes (S)**

**5 hrs. cr.**

The study and use of attachments and accessories for basic machine tools and the introduction of production machines and methods; screw machines, turret lathe, tracer lathes, gear hob, electrical discharge machines, I.O. and O.D. grinders, and surface grinders. Two one-hour lectures; three three-hour laboratories per week. Prerequisite: Mach. 100.



## COURSES OF INSTRUCTION

### **5315-160—Process Instrumentation/Quality Control (F) 2 hrs. cr.**

Teaches quality control, inspection and precision measurement procedures. Utilizes air and electronic gauging systems, optical measurement and related math. One one-hour lecture; one two-hour laboratory per week.

### **5315-210—Fundamentals of Cutting Tools (F) 5 hrs. cr.**

Introduction to tool geometry, chip formation and effects of coolants and tool design on tool life. Instruction on the sharpening of standard cutting tools for drilling, formed relieved and profile relieved end mills and mill cutters, and on the applications of various factors on machinability. The use of carbides and ceramics as cutting tools. Two one-hour lectures; three-two hour laboratories per week. Prerequisite: Mach 110 or Wood 300.

### **5315-240—Fundamentals of Toolmaking (S) 5 hrs. cr.**

Advanced course on the designing, machining, and manufacturing of production tools and dies and jigs and fixtures. Prerequisites: Mach. 110 and Draf. 110. Two one-hour lectures; seven hours laboratory per week.

### **5315-250—Numerical Control in Machining (demand) 3 hrs. cr.**

The introduction to point-to-point and continuous path numerical control, part programming, operation of numerical control systems, and justification and maintenance of numerical control systems. One one-hour lecture; two two-hour laboratories per week. Prerequisites: Mach. 110, Mach. 150, and Draf. 110.

### **5315-260—Fundamentals of Metallurgy (S) 2 hrs. cr.**

Introduction to ferrous and non-ferrous metallurgy. Studies the physical properties of the various alloys, heat treatment of them, chemical properties of metals, applications of the various metals, machinability, tensile strength and hardness testing, and study of the grain structure of the various alloys. One one-hour lecture; one two-hour laboratory per week.

### **5315-298—Selected Topics in Machine Technology (Demand) 1-8 hrs. cr.**

Study of special topics in Machine Technology. Each offering of a course will be on a special topic or topics not normally included in another course. Prerequisites will be specified by the department in a syllabus of the course.

### **5315-498—Seminar in Machine Technology (demand) 1-3 hrs. cr.**

Covers specialized knowledge and skills related to new developments in machine technology. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology and having the Associate Degree in Machine Technology.

### **5315-499—Independent Study in Machine Technology (demand) 1-3 hrs. cr.**

Individually directed reading, research, and discussions in selected areas of Machine Technology, for advanced majors. Scope, depth, and area of concentration and credit will be arranged upon entry into the course. Offered by arrangement. Prerequisite: Permission of the instructor.

## MARKETING AND MANAGEMENT

### **School of Business Administration**

Harbin, Johnson, Larimore, Leon, Marion, Miller, Tiede

Look under General Business for requirements essential to earning Bachelor of Science in Business Administration degree with the Marketing and Manage-



## MARKETING AND MANAGEMENT

ment major. In the same place find the requirements for the Bachelor of Science in Education degrees with a Business Education major.

### **0509-300—Principles of Marketing (F,S)**

**3 hrs. cr.**

A survey of the major marketing methods, institutions and practices. The subjects of retailing, wholesaling, distribution channels, marketing legislation, advertising, cooperative marketing, pricing, marketing research and marketing cost are treated from the standpoint of consumers, middlemen and manufacturers. Prerequisite: Econ. 202.

### **0509-312—Retailing (F,S)**

**3 hrs. cr.**

Principles of successful retail management; analytical and research methods applicable to problems of retail management. Prerequisite: MM 300

### **0509-321—Salesmanship (F)**

**3 hrs. cr.**

Principles and methods of effective personal and industrial selling. Course also stresses practical aspects through actual sale presentation by the students which are videotaped and critiqued according to the basic selling principles. Prerequisite: MM 300, Principles of Marketing.

### **0506-350—Principles of Management (F,S)**

**3 hrs. cr.**

A course in universal organization and management theory with application of concepts and techniques to specific realistic case situations. Prerequisite: Econ 201 or 202.

### **0515-352—Personnel Management (F,S)**

**3 hrs. cr.**

A study of the principles and practices of management with emphasis on the human factors, including procurement, development and maintenance of an effective work force. Prerequisite: MM 350 or consent of instructor.

### **0509-401—Promotional Strategy (F'S)**

**3 hrs. cr.**

Description of fundamental advertising principles and their application in mass marketing. Analysis of advertising media, the preparation of advertising, and formulation of campaigns. Prerequisite: MM 300.

### **0509-412—Marketing Management (F)**

**3 hrs. cr.**

Managerial aspects of marketing; problems involved in investigations of markets, planning the sales effort, management of sales and service personnel, and control of sales operations. Prerequisite: MM 350 and MM 300.

### **0506-431—Production Management (F)**

**3 hrs. cr.**

Principles and decision analysis related to the effective utilization of the factors of production in manufacturing activities for both intermittent and continuous systems. The study of production organizations, analytical models and methods, facilities design, and the design of control systems for production operations. Prerequisite: MM 350.

### **0509-432—Consumer Behavior (S)**

**3 hrs. cr.**

An interdisciplinary approach to the analysis and interpretation of consumer buying habits and motives, and the resultant purchase of goods and services. The course stresses the buyer's psychological, economic, and socio-cultural actions and reactions. Prerequisite: MM 300, Principles of Marketing, MM 401 Promotional Strategy and/or consent of the instructor.

### **0506-441—Organizational Behavior (S)**

**3 hrs. cr.**

Study of managers and workers and their behavior in an organizational environment. Organization structure, management process, and technology are viewed as they affect human behavior. Motivation, leadership, group interaction, communication are stressed. Case method and experiential exercises are used extensively to supplement lectures. Prerequisite: MM 350, Principles of Management.



## COURSES OF INSTRUCTION

### **0506-452—Business Policy (S)**

**3 hrs. cr.**

An integrating course cutting across all fields of business administration. Cases pertaining to top management decision making are used. Prerequisites: MM 300, MM 350, Econ 350, Senior standing. This course must be taken in the last semester of college work.

### **0509-470—Marketing Research (S)**

**3 hrs. cr.**

A course involving the systematic gathering, recording and analyzing of data relating to (1) market analysis, (2) sales analysis, (3) consumer research, and (4) advertising research. Prerequisite: GB 321 and 6 hrs. of Marketing.

### **0509-498—Seminar in Marketing and Management (demand) 1-3 hrs. cr.**

A seminar for upper division marketing and management or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

### **0509-499—Independent Study in Marketing and Management (demand)**

**1-3 hrs. cr.**

Individually directed readings, research, and discussions in selected areas of marketing and management for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: G.P.A. of 3.0 in major field and permission.

## MATHEMATICS

### **School of Arts and Sciences**

Boehning, Elick, Jolly, Livingston  
Martin, Mulkey, Shields, Subramanian, Suchan

A major for the Bachelor of Science degree consists of 39 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, plus 21 upper division hours in mathematics. In addition, 18 hours in physical sciences (excluding Chem. 100, Phys. 100, and Geol. 110).

A major for the Bachelor of Science in Education with mathematics as one teaching field (Plan B) consists of total of 33 semester hours in mathematics. The required courses are: Math 150, Math 250, Math 260, Math 300, and 15 upper division hours in mathematics. In addition, 10 hours in the physical sciences (excluding Chem. 100, Phys. 100, and Geol. 110) are required. See page 99 for teacher education requirements.

A major for the Bachelor of Science in Education degree with mathematics as one of two teaching fields (Plan A) consists of 30 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, and 12 upper division hours in mathematics. See page 99 for teacher education requirements.

### **1701-020—Beginning Algebra (F,S)**

**3 hrs. cr.**

A beginning course in algebra. Operations on signed numbers, linear equations and inequalities, systems of linear equations, factoring polynomials. No credit towards baccalaureate degree.

### **1701-030—Intermediate Algebra (F,S)**

**3 hrs. cr.**

Factoring, operations on polynomials, radicals, quadratic equations. Prerequisite: One year of high school algebra and satisfactory score on the Mathematics Placement test, or Math 020 with a grade of C. No credit towards baccalaureate degree.



## MATHEMATICS

### **1701-110—Introduction to College Mathematics (F,S) 3 hrs. cr.**

Basic college mathematics with an introduction to various areas of mathematics such as computer programming, linear programming, set theory, probability and statistics, and geometry. This course satisfies the requirement in mathematics for general education. Prerequisite: One year of high school algebra and satisfactory score on the Mathematics Placement Test, or Math 020 with a grade of C.

### **1701-111—Mathematics for Elementary Teachers I (F,S) 3 hrs. cr.**

A study of the real number system and its subsystems, relations and functions, numeration systems. Prerequisite: One year of high school algebra and satisfactory score on the Mathematics Placement Test, or Math 020 with a grade of C. (Will not meet general education mathematics requirement for non elementary education majors.)

### **1701-112—Trigonometry (demand) 3 hrs. cr.**

A study of trigonometric and logarithmic functions, complex numbers, with applications. Prerequisite: One and one half units of high school algebra, one unit high school geometry, and satisfactory score on the Mathematics Placement Test, or Math 030, or permission of the instructor.

### **1701-120—Mathematics for Elementary Teachers II (F,S) 3 hrs. cr.**

A continuation of Math 111. Sets of points, metric and non-metric geometry, probability. Recommended for prospective elementary teachers. Prerequisite: Math 111 or permission of instructor.

### **1701-130—College Algebra (F,S) 3 hrs. cr.**

A study of linear equations, radicals exponents, quadratic equations, inequalities, theory of equations, and the binomial theorem. Prerequisite: One and one half units of high school algebra, one unit of high school geometry and satisfactory score on the Mathematics Placement Test, or Math 30 with grade of C.

### **1701-131—Finite Mathematics (F,S) 3 hrs. cr.**

An introduction to finite mathematics with algebra that is designed for business, social science, and computer science students. Set theory, functions, matrices, linear programming, probability and statistics, with applications. Prerequisite: One and one half units of high school algebra and satisfactory score on the Mathematics Placement Test, or Math 030 with a grade of C.

### **1701-140—Algebra and Trigonometry (F,S) 5 hrs. cr.**

This course is the equivalent of Math 112 and Math 130. Prerequisite: One and one half units of high school algebra, one unit of high school geometry or permission of the instructor and satisfactory score on the Mathematics Placement Test.

### **1701-150—Calculus with Analytic Geometry I (F,S) 5 hrs. cr.**

Differentiation and integration of algebraic functions and plane analytic geometry using vectors. Prerequisite: Math 140 with a grade of C, or four units of high school mathematics and a satisfactory score on the Mathematics Placement Test.

### **1701-250—Calculus with Analytic Geometry II (F,S) 5 hrs. cr.**

Differentiation and integration of transcendental function and trigonometric functions polar coordinates, theory of limits and continuity, parametric equations. Applications to physical problems. Prerequisite: Math 150 with a grade of C.

### **1701-260—Calculus with Analytic Geometry III (F,S) 5 hrs. cr.**

Solid analytic geometry, indeterminant forms, infinite series, partial differentiation and multiple integrals. Prerequisite: Math 250 with a grade of C.

### **1701-300—Fundamentals of Mathematical Thought (S) 3 hrs. cr.**

An introduction to modern algebra and analysis. Sets, relations, functions, logical



## COURSES OF INSTRUCTION

development of number systems, introduction to theory of groups, rings, integral domains and fields. Prerequisite or corequisite: Math 260.

### **1701-302—Calculus for the Management and Social Sciences (demand) 3 hrs. cr.**

Calculus applications of differentiation and integration in business and social sciences. Prerequisite: Math 130, or Math 131, or two years high school algebra and satisfactory score on the Mathematics Placement Test. Will not count toward a major in mathematics.

### **1702-310—Elementary Statistics (demand) 3 hrs. cr.**

A course intended to provide a basic statistical background for the various majors for advanced study in their specialties. Topics to be covered include data reduction, measures of central tendency, linear regression, correlation, and hypothesis testing, with applications to social, managerial, biological, and physical sciences. This course satisfies the general education requirements in mathematics. Prerequisite: two years high school algebra or Math 130. Will not count toward a major in mathematics.

### **0833-312—Problems of Teaching Arithmetic in the Elementary Schools 2 hrs. cr.**

(See Education 312 for description.) Will not count toward a major in mathematics.

### **1701-322—Differential Equations (S) 3 hrs. cr.**

Ordinary differential equations of first and second order, linear equations with constant coefficients, Laplace transforms, power series solutions, numerical solutions, with applications. Prerequisite: Math 260.

### **1701-332—Geometry (F) 3 hrs. cr.**

Geometric theory from a modern axiomatic viewpoint. Includes an introduction to finite, projective, Euclidean, and non-Euclidean geometries.

### **0833-339—Teaching Mathematics in Secondary School (S) 2 hrs. cr.**

(See Education 339 for description.) Will not count toward a major in mathematics.

### **1701-340—Advanced Engineering Mathematics (demand) 3 hrs. cr.**

Applied linear algebra and boundary value problems in partial differential equations. Corequisite: Math 322 or permission of instructor.

### **1701-342—Abstract Algebra (F,Odd) 3 hrs. cr.**

Number theory, equivalence and congruence, theory of groups, rings, ideals, integral domains, and fields. Prerequisite: Math 300.

### **1703-350—Introduction to Numerical Analysis (S,Even) 3 hrs. cr.**

Error Analysis, solution of polynomial and transcendental equations, co-location polynomials, matrix methods, numerical differentiation and integration. Prerequisite: Math 250 and Comp. 120.

### **1701-351—Linear Algebra (S,Odd) 3 hrs. cr.**

The algebra of linear equations and matrices, vector spaces, linear mappings and transformations, determinants, bilinear and quadratic forms, linear functionals, vector inner products and cross products. Prerequisite or corequisite: Math 300.

### **1702-361—Introduction to Probability (F) 3 hrs. cr.**

Introduction to theory of probability using concepts and methods of calculus. A study of discrete and continuous distributions. The central limit theorem. Prerequisite: Math 260.

### **1701-412—Vector Analysis (S,Odd) 3 hrs. cr.**

Vector spaces, linear transformations, determinants, eigenvalues and diagonalization of symmetric matrices, curl, divergence, gradient, multiple integrals and the theorem of Green, Gauss and Stokes. Corequisite: Math 260.



## MATHEMATICS

### **1701-421—Advanced Calculus I (F,Even) 3 hrs. cr.**

A rigorous review of elementary calculus: Real number systems, continuous functions, functions of several variables, implicit functions. Prerequisite or corequisite: Math 300.

### **1701-422—Advanced Calculus II (S,Even) 3 hrs. cr.**

Coordinate transformations, vectors, multiple integrals, Green's theorem, theory of integration, differential equations, Fourier Series. Emphasis on theory rather than applications. Prerequisite: Math 421.

### **1703-431—Numerical Analysis (F,Even) 3 hrs. cr.**

Fundamental numerical analysis theorems, Error Analysis, data approximation techniques, difference calculus, numerical solution of differential equations. Prerequisite: Math 322 and Comp. 120.

### **1799-498—Seminar in Mathematics (demand) 1-3 hrs. cr.**

A seminar for upper division math or related majors. The class meets regularly each week. Meeting times per week are equal to the number of credit hours determined by the department for a given semester. The course is designed to give both broad and specialized knowledge of the discipline. Prerequisite: Advanced standing in major field and consent of department head.

### **1799-499—Independent Study (demand) 1-3 hrs. cr.**

An independent study course structured by the adviser with approval of the department head and school dean. Prerequisite: Advanced standing in the major field with a grade point average of 3.0 Registration must be approved by the advisor, department head, and school dean.

## MILITARY SCIENCE

### **School of Technology**

Garlock, Rousselot, DiGesualdo, Rogers

The Military Science Department directs and administers the Army Reserve Officers Training Corps (ROTC) program by joint agreement between MSSC and the US Army. The primary objective is to prepare qualified students for military service as officers in the Regular Army, Army Reserves or National Guard while earning a college degree.

The basic Courses, 111, 112, 121, and 122 are open to all students on campus. They are elective courses and incur no military obligation. These courses or any of the following may qualify students for Advanced ROTC:

- a. ROTC Basic Camp
- b. ROTC Summer Practicum at MSSC
- c. Two or more years active military duty in the Army, Navy, Air Force or Marines.
- d. Three or more years JROTC.

Selected students who have completed one of the above may enroll for the advanced program. A minor in Military Science may be obtained by completion of not less than 16 hours of MS courses to include: MS 301, 302, 411, and 412 (non-certifiable).

Advanced course and all scholarship students receive \$100 per month plus pay and travel to one summer camp. Scholarship students have all tuition, books, and fees paid by the US Army. Total financial assistance for the non-scholarship students is approximately \$2500.



## COURSES OF INSTRUCTION

Three, two and one-year scholarships are available to qualified students before enrolling in college. Complete information may be obtained at the Military Science Department.

**1801-111—Military Adventure Training (F,Odd) 2 hrs. cr.**

Introduction to basic skills in rappelling, map reading, rifle marksmanship, and military job opportunities. One-hour lecture; two-hour lab per week.

**1801-112—Military Team Skills (S,Even) 2 hrs. cr.**

Introduction to basic skills in mountaineering, survival training, pistol marksmanship and military job opportunities. One-hour lecture; two-hour lab per week.

**1801-121—Individual Military Skills I (F,Even) 2 hrs. cr.**

Introduction to basic skills in orienteering, mountaineering techniques, rifle marksmanship and military job opportunities. One-hour lecture; two-hour lab per week.

**1801-122—Individual Military Skills II (S,Odd) 2 hrs. cr.**

Introduction to basic skills in land navigation, rappelling, pistol marksmanship, camping safety and sanitation and military job opportunities. One-hour lecture; two-hour lab per week.

**1801-190—Basic ROTC Summer Practicum (Sum) 1-6 hrs. cr.**

A practical course designed to meet the needs of freshmen and sophomores desiring to enroll for advanced ROTC. A varied number of credits are available depending on the needs of the students. The course will cover mountaineering, map reading, survival, basic physical conditioning, basic drill, tactics, and job opportunities in the Army.

**1801-298—Seminar in Military Science (ROTC Basic Camp) (Sum) 8 hrs. cr.**

An in-depth study of the Military Science courses normally taught on college campus during the Freshman and Sophomore years, including: tactics, marksmanship, communication, physical conditioning, and practical leadership experience. The five-week course is taught at Ft. Knox, KY, with transportation and room and board provided by the Army.

**1801-301—Leadership and Management I (F) 3 hrs. cr.**

Leadership, its principles, responsibilities and techniques. Functions of the leader; leadership including management of military assets; introduction to leadership theory and practice and military law. Included is a physical training program and a weekend field problem. Prerequisite: Permission.

**1801-302—Fundamentals and Dynamics of Military Team I (S) 3 hrs. cr.**

Branches of the Army, small unit tactics, communications, leadership theory and practice. Included is a physical training program and two weekend field problems. Prerequisite: Permission.

**1801-411—Fundamentals and Dynamics of Military Team II (F) 3 hrs. cr.**

Command and staff concept and evolution, organization for operations, the value and scope of military intelligence, the composition and mission of various military teams, broad aspects of military logistics; leadership theory and practice. Also included is a program of directed readings in Military History (History of War Seminar may be substituted), a physical training program and a weekend field problem. Prerequisite: Permission.

**1801-412—Leadership and Management II (S) 3 hrs. cr.**

Military law, obligations and responsibilities of an officer, military personnel, logistics and administrative management; world change and military implications; leadership theory and practice. Also included is a physical training program and two weekend field problems. Prerequisite: Permission.



## MILITARY SCIENCE

### **1801-498—Seminar in Military Science (Demand)**

**1-3 hrs. cr.**

A seminar for upper division cadets. The course is designed to give both broad and specialized knowledge of the discipline through the study and analysis of selected topics. Prerequisite: Advanced standing in Military Science and consent of department head.

## MUSIC

### **School of Arts and Sciences**

Carnine, Elliott, Harrell, Harris, Havely, Sims, Thelen

The department of Music offers courses leading to the degrees of Bachelor of Arts and Bachelor of Science in Education in Music.

### **Bachelor of Arts**

The Bachelor of Arts degree requires 64 hours of music. Required courses are Music 109-210, Music 111-112, Music 181-182, Music 211-212, Music 240, Music 311-312, Music 420, Music 431, Music 444, Music 450, eight semesters of applied major, 8 hours of music electives (applied or courses), and eight semester of large ensemble.

### **Bachelor of Science**

The Bachelor of Science in Education degree requires the following courses: Music 109-210, Music 111-112, Music 131, Music 181-182, Music 211-212, Music 240, Music 311-312, Music 332, Music 420, Music 431-432, Music 444, Music 450, and seven semesters of large ensemble. These additional courses must be completed in order to be certified for the following:

Vocal major—Music 310.

Instrumental major—Music 231, Music 232, Music 361, Music 362, Music 411.

Double Certification—all six courses listed for vocal and instrumental majors, and include two semesters of large choral ensemble.

Students working toward a major in music in either degree must be enrolled and meet departmental requirements for student recitals including attendance and recital appearance each of the semesters they are required to study their applied major (In applied music a minimum practice requirement is one hour per day for each half-hour lesson); present a senior recital; perform in a large ensemble during each semester of residency unless waived by the Head of the Music Department after minimum requirements are met. Large ensemble requirements are to be met as follows: Vocal major—Choir; Wind and Percussion major—Band; String major—Orchestra; Keyboard major—any large ensemble with permission of instructor. A piano proficiency test must be completed during the Junior year before recommendation by the department for the "Professional Semester" of supervised teaching.

See page 99 for teacher education requirements.

### **General Education Option**

#### **1006-110—Music Appreciation (F,S)**

**3 hrs. cr.**

Designed to give the non-music major an insight into musical masterpieces from all eras of music literature.



## COURSES OF INSTRUCTION

### Courses of Instruction Required Of All Music Majors

**1004-240—Recital Attendance (F,S) 0 hrs. cr.**

Attendance at afternoon and evening recitals and concerts is required of all music majors each semester.

**1004-450—Senior Recital 0 hrs. cr.**

A solo recital is required of all music majors.

### Music Theory and Composition

**1004-030—Fundamentals of Music (F) 3 hrs. cr.**

Designed for music majors to provide background in reading musical notation, this course emphasizes the most elementary aspects of music notation. Note names and values, scales, intervals, keys and key signatures, time signatures, rhythm, and other basic concepts are thoroughly explored through such activities as writing, singing, and keyboard playing. For music majors, to be taken with Music 111; others by consent of instructor.

**1004-109—Sight-singing and Ear-training (S) 2 hrs. cr.**

The basic skills and concepts needed for sight-reading, sight-singing, solfege, rhythmic dictation, melodic dictation, and harmonic dictation are introduced, studied, and applied in aural and notated musical examples.

**1004-111—Music Theory (F) 3 hrs. cr.**

Study of basic fundamentals of music with initiation of harmonic analysis and part-writing. Basic course for music majors; others by consent of the instructor.

**1004-112—Music Theory (S) 3 hrs. cr.**

Sequential course in written harmony, including inversions, seventh chords, and non-harmonic tones. Prerequisite: Music 111. Three meetings per week.

**1004-133—Opera and Musical Theater (F) 2 hrs. cr.**

A course devoted to the history, production, and performance of one act operas, operatic excerpts, musicals and light opera. The course will have academic concentration the first six weeks on opera history and opera production with the last ten weeks focusing upon the particular musical or light opera selected for production the spring semester of that year.

**1004-135—Musical Theater and Opera (F) 2 hrs. cr.**

A course devoted to the history, production, and performance of one act operas, operatic excerpts, musicals and light opera. The course will have academic concentration the first six weeks on musicals and their production with the last ten weeks focusing on the particular one act opera(s) and/or operatic excerpts selected for production the spring semester of that year.

**1004-181—Choral Conducting Techniques (F) 2 hrs. cr.**

Technique of baton, factors in interpretation, score reading, rehearsal procedures for choral organizations, program building, and public appearances.

**1004-182—Instrumental Conducting Techniques (S) 2 hrs. cr.**

Techniques of baton, factors in interpretation, score reading, rehearsal procedures for instrumental organization, adds program building, and public appearances. Laboratory work with the college Concert Band or Orchestra.



## MUSIC

### **1004-210—Sight-singing and Ear-training (F) 2 hrs. cr.**

Sequential course in using the skills and concepts in sight-singing and ear-training. Melodies of increasing difficulty will be read at sight. The ear-training emphasis will be in harmonic dictation. Prerequisite: 1004-109

### **1004-211—Music Theory (F) 3 hrs. cr.**

Modulation, diatonic seventh chords, altered chords, advanced part-writing procedures. Prerequisite: Music 112.

### **1004-212—Music Theory (S) 3 hrs. cr.**

Secondary dominant chords, augmented triads and sixth chords, advanced modulation, introduction to contemporary techniques. Prerequisite: Music 221. Three meetings per week.

### **1004-310—Vocal Technics (F,S) 1 hr. cr.**

Class Instruction in tone production of the human voice and the correct usage of vowels and consonants for singing. Skill is developed so that each student will be able to sing individually demonstrating correct tone production. Includes vocal methods and solo materials.

### **1004-411—Marching Band Techniques (F) 1 hr. cr.**

Study of procedures needed in organization, promotion, equipping, rehearsing and performance of a marching band. Includes study of musical repertoire and charting of field maneuvers. For music majors; others by consent of instructor. Prerequisite: 1 sem. Marching Band.

### **1004-420—Form and Analysis (F) 3 hrs. cr.**

Harmonic and formal analysis of compositions from the Baroque Era through contemporary music. Prerequisite: Music 212.

### **1004-431—Orchestration (S) 3 hrs. cr.**

Capacities of orchestral instruments. Scoring for various orchestral combinations, including full orchestra. Prerequisite: Music 212.

### **1004-444—Advanced Conducting Techniques (F) 2 hrs. cr.**

To prepare the student to successfully handle some of the more difficult conducting skills. Includes irregular beat patterns, advance technical problems and methods developed for solving them. Prerequisite: Music 181, Music 182.

## Music History

### **1006-311—History of Music (F) 3 hrs. cr.**

General survey of history of music from Greek period to 18th century. (Formerly 351.)

### **1006-312—History of Music (S) 3 hrs. cr.**

From 18th century to the present. Score reading required. (Formerly 352.)

## Music Education

### **0832-131—Introduction to Professional Music Education (demand)**

1 hr. cr.

A course designed to orient the student to the profession of music education.



## COURSES OF INSTRUCTION

### **0832-322—Music for the Elementary School (F,S)**

**3 hrs. cr.**

Emphasis on methods of teaching music in the elementary classroom and a study of materials to be used. (Formerly 262.)

### **0832-432—Music in the Public School (F)**

**3 hrs. cr.**

A course designed to acquaint the music education major with the problems of the administration and supervision of the school music program through the high school level. The content includes the place of music in the school program, music equipment, schedules, budget, instructional problems, and public relations in music. (Formerly 371.)

### **Instrumental Techniques (F,S)**

**1 hr. cr.**

1004-231 String Techniques

1004-232 Brass Techniques

1004-361 Percussion Techniques

1004-362 Woodwind Techniques

Class instruction in the orchestral and band instruments, including a study of methods and materials to be used in the teaching of a beginning student.

## **Music Organizations**

### **1004-121, 321—Choir (F,S)**

**2 hrs. cr.**

Open to all college students. Preparation and performance of great choral works. Prerequisite: permission of the instructor. Each class may be repeated three times.

### **1004-141, 341—Lab Band (F,S)**

**1 hr. cr.**

A stage band open to all students who are qualified instrumentalists. The Lab Band will prepare and present several concerts during the year, while dealing primarily with music of the jazz idiom. Prerequisite: permission of the instructor. Each class may be repeated three times.

### **1004-151, 351—Orchestra (F,S)**

**2 hrs. cr.**

Open to all college students who play an orchestral instrument. The orchestra will present public concerts, performing standard orchestral literature. Prerequisite: consent of instructor. Each class may be repeated three times.

### **1004-161, 361—Vocal Ensemble (F,S)**

**1 hr. cr.**

Small select ensemble. Performs all literature from madrigal to modern music, written for small vocal ensemble. Prerequisite: audition. Each class may be repeated three times.

### **1004-171, 371—Brass Choir (F,S)**

**1 hr. cr.**

Open to all students with band instrument experience. Performance of literature for brass ensemble. Two meetings per week. Each class may be repeated three times.

### **1004-180—Choral Society (demand)**

**no credit**

Open to all college students and area adults. The purpose of this course is to offer choral experiences for all college students and adults not eligible for the choir. Concerts will be scheduled throughout the year at the discretion of the conductor.

### **1004-191, 291, 391, 491—Marching Band (F)**

**2 hrs. cr.**

Open to all qualified students with high school band experience. A study and practice of the fundamentals of drill and presentation of marching maneuvers and pageants at athletic events and various community events. Prerequisite: permission of instructor.

### **1004-192, 292, 392, 492—Concert Band (S)**

**2 hrs. cr.**

Open to all qualified students with band instrument experiences. Rehearsal and public performances based upon study and preparation of composite repertoire for this media. Prerequisite: permission of instructor.



### Performance

#### **1004-102, 202, 302, 402—Opera or Musical Theater Performance (S) 1 hr. cr.**

A laboratory course devoted to the performance of musicals or operas. Performance of a role in the production along with active participation in the different areas of staging the musical or opera. Credit is applied after departmental evaluation and approval at the end of the semester. (Students may not receive credit from both the theater department and music department for the same production).

### Applied Music—Private Lessons

#### **1004-103-408 Applied Music (F,S)**

**1-2 hrs. cr.**

Major

207-208 2 hrs. cr.

407-408 2 hrs. cr.

Brass, Keyboard, Percussion, String and Woodwind instruments, and Voice. All major applied music offerings may be repeated one time.

Elective

105-106 1 hr. cr.

305-306 1 hr. cr.

107-108 2 hrs. cr.

307-308 2 hrs. cr.

**107-108 2 hrs. cr.**

**307-308 2 hrs. cr.**

### Piano Proficiency

#### **1004-103 No Prerequisite**

1004-104 Prerequisite: 1004-103 or equivalent

1004-203 Prerequisite: 1004-104 or equivalent

1004-204 Prerequisite: 1004-203 or equivalent

Provides an acquaintance with the keyboard through the development of reading skills, fundamental piano techniques, basic musicianship, and elementary repertoire. Maximum credit allowed: four units. Open to all students, but designed primarily for the music major requiring keyboard competency who has little or no piano background.

Piano Elective

1004-105: 1004-106 No Prerequisite

1004-305: 1004-306 Prerequisite: 1004-106 or equivalent

An elective course open to all students. Provides an opportunity to facilitate individual expression at the keyboard and to develop musicianship.

Piano Major

1004-207; 1004-208 Prerequisite: Ability to play in a pianistic and musical manner composition comparable to Piano Level IV.

1004-407; 1004-408 Prerequisite: Piano 1004-208 or equivalent and approved candidacy for BS or BA degree and recital approval.

The required courses for music students enrolled in the BS or BA programs with piano major. Under-class courses may be repeated each year for credit. Descriptions of the piano levels are available from the Music Department office.



## NURSING

### School of Technology

Ipock, Elgin, Jacobs, Ketchum, Ross

Missouri Southern State College offers a program leading to an Associate of Science Degree in Nursing. Upon satisfactory completion, the graduate is eligible to apply to write the State Board Test Pool Examination for licensure as a Registered Nurse (R.N.).

Admission to Missouri Southern State College does not automatically confer admission to the nursing program. In addition to meeting admission requirements for the College, candidates who are interested in a career in nursing as a Registered Nurse (R.N.) are required to apply for admission to the Department of Nursing. The application form may be obtained from the Department of Nursing office, Kuhn Hall. Applications should be submitted prior to March 1 preceding the Fall Semester which you wish to enter. Each application is reviewed by the Admission Committee for the Department of Nursing.

In determining a candidate's eligibility for admission basic qualifications compatible with the profession of nursing are given consideration including test results, scholarship, physical, mental, emotional health and references establishing personal abilities.

Based upon the Committee's evaluation, each applicant is placed in one of three categories: 1) Approved for Admission; 2) Approval on condition that certain stated requirements are met; or 3) Advised not to pursue the program in nursing.

Tuition and fees for nursing students include those listed on page 31 for all college students. Additional expenses applicable to nursing students are:

1. School uniforms, supplies and equipment Minimum of \$175.00
2. Graduation pin, uniform and licensing application fee Minimum of \$75.00
3. Eight week summer session: transportation, room, and meals for off campus clinical laboratory. Costs are variable based upon individual arrangement, laboratory schedules and available housing facilities.

The Associate of Science in Nursing requires a minimum of 72 semester hours. The required courses are: Nursing 100, 110, 130, 220, and 240. Supporting science courses required include: Soc. 110, Psy. 100, Bio. 221 and 231 and Chem. 100. Courses to complete general education requirements (see page 57) should be selected with adviser approval. Nursing courses must be earned in the prescribed sequence and supporting science courses should be earned in the prescribed sequence (see suggested order of study).

Supervised clinical laboratory periods are an integral part of each nursing course. During clinical laboratory periods students give direct care to patients under the guidance of the nursing faculty. Clinical laboratory periods are conducted in a variety of community health agencies. Three major agencies include: Freeman Hospital, St. John's Medical Center, Joplin; and St. John's Regional Health Center, Springfield, Missouri.

#### 5208-100—Fundamentals of Nursing (F)

5 hrs. cr.

Nursing 100 provides an orientation to nursing through a brief study of nursing history, concepts of health-illness, and health care delivery. An introduction to pharmacology, communication skills, and rehabilitation is included. Components of the nursing process are presented with application of assessment. Interventions for problems with nutrition, elimination, and activities of daily living, and commonly prescribed therapeutic measures are included.

Consideration of the individual is approached through concepts of family development, emotional needs, spiritual needs, and resources in relation to health, illness, and dying.

Three (3) hours lecture, eight (8) hours of classroom and clinical laboratory including pre- and post-conferences.



## NURSING

### **5208-110—Maternal and Child Care (S)**

**9 hrs. cr.**

Maternal and child care is the study of the developing family and normal growth and development from conception through adolescence. Theory provides the basis for application of the nursing process to the mother and her significant others with emphasis on planning. Following initial emphasis on health, application of the nursing process to complications of childbirth and common illnesses of childhood is presented. Communication skills are applied in working with the developing family. Related drug, nutritional, and rehabilitation needs are included. Historical highlights, legislation and trends are presented.

Five (5) hours lecture, twelve (12) hours clinical laboratory including pre- and post-conferences. Prerequisite: Nursing 100 with a minimum grade of C.

### **5208-130—Psychiatric-Mental Health Nursing (Summer)**

**4 hrs. cr.**

During this course the student is expected to develop skills in the assessment of behavior and emotional status of individuals. Continued emphasis is given to all forms of communication with increased emphasis on disturbed communication. Identification of developmental crises and the impact of crises upon the individual and his family is emphasized.

Planning and intervention in psychiatric nursing will focus on supporting and working with clients to develop those behaviors most conducive to good mental health. The student will be expected to recognize problems developing from disturbed communication and in-appropriate behavior. Students participate in therapeutic nurse-patient relationships and milieu therapy. The legal and ethical implications will be emphasized.

Four (4) hours lecture, twelve (12) hours clinical laboratory. Prerequisite: Nursing 110 with a minimum grade of C.

### **5208-220—Nursing in Physical Illness I (F)**

**9 hrs. cr.**

Nursing 220 focuses on care of the client and his family who needs assistance in order to achieve high level health. Developmental tasks of the middle years are presented. Use of the nursing process with emphasis on intervention is utilized in caring for the client who has interference with maintenance of body processes; with altered body defenses; whose safety has been jeopardized; or with altered mobility. Related drugs, nutritional and rehabilitation needs are included. Legal accountability and application of communication concepts are continued.

Five (5) hours lecture, twelve (12) hours clinical laboratory including pre- and post-conferences. Prerequisite: Nursing 130 with a minimum grade of C.

### **5208-240—Nursing in Physical Illness II (S)**

**9 hrs. cr.**

Nursing 240 is a continuation of the care of the client and his family who needs assistance in order to achieve high level health, including experience in more acute and critical care areas. Developmental tasks of aging are presented. Use of the nursing process with emphasis on evaluation is utilized in caring for the client who has interference with maintenance of body processes, with altered body defenses, whose safety has been jeopardized, or with altered mobility. Related drugs, nutritional and rehabilitation needs are included. This course provides orientation to the role of the graduate by presentation of legal and professional responsibilities and opportunities. With supervision, the student assumes a more active role as a member of the health team.

Four (4) hours lecture, fifteen (15) hours clinical laboratory including pre- and post-conferences. Prerequisite: Nursing 220 with a minimum grade of C.

### **5208-298 Selected Topics in Nursing (demand)**

**1-8 hrs. cr.**

Study of special topics in Nursing. Each offering of the course on a special topic or topics not normally included in another course.

Prerequisites to be determined by the Department of Nursing and stipulated in a syllabus of the course.



## OFFICE ADMINISTRATION

### School of Business Administration

Compton, Grim

Look under General Business for requirements essential to earning an Associate of Science degree in Secretarial Science, the Certificate of Achievement and the Bachelor of Science in Business Education degree.

#### **5005-101—Elementary Typewriting (F,S)**

**3 hrs. cr.**

The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and basic tabulation.

#### **5005-102—Intermediate Typewriting (F,S)**

**3 hrs. cr.**

This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscript and tabulations are also studied. Minimum requirement for passing is the ability to type 40 words per minute for five minutes with the 5-error limit. Prerequisite: OA 101 or a good knowledge of the keyboard.

#### **5005-111—Elementary Shorthand (F,S)**

**3 hrs. cr.**

A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school. Typewriting should precede or parallel the course. Class meets five days per week.

#### **5005-120—Intermediate Shorthand (F,S)**

**3 hrs. cr.**

A dictation course in which the theory has been completed. It is a review of theory, and special attention will be given to developing efficient transcription procedures. Dictation will range from 60 to 110 words per minute. The minimum speed requirement by the end of the semester is to write at least 80 words per minute with 95 per cent accuracy. Prerequisite: OA 111 or any course in which the theory has been completed.

#### **5005-200—Advanced Typewriting (F,S)**

**3 hrs. cr.**

Production of mailable letters, manuscripts, reports, addressing envelopes, business forms and legal typing is emphasized. Minimum passing requirement is 60 words per minute for five minutes with the 5 error limit. Prerequisite: OA 102 or the ability to type 40 words per minute and a knowledge of letter writing.

#### **5005-220—Dictation and Transcription (F, S)**

**3 hrs. cr.**

This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement by the end of the semester is at least 120 words per minute with at least 95 per cent accuracy.

#### **5005-230—Secretarial Procedures (S)**

**3 hrs. cr.**

Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, using the telephone, etc. This course is offered for sophomores in the Office Administration curriculum. Freshmen may be admitted by permission of the instructor.

#### **5005-231—Secretarial Machines (F,S)**

**3 hrs. cr.**

The students will be introduced to and expected to develop a knowledge and efficient operable skill in offset, stencil and fluid duplicating machines, other copying machines, transcribing machines and word processing equipment. Prerequisite: OA 102 Intermediate Typewriting.



## OFFICE ADMINISTRATION

### **5005-240—Records Management (F)**

**3 hrs. cr.**

The student will receive intensive exposure to the knowledges and skills that are needed in modern day records management and their application to the various types of businesses. The course will include a study of the creation, classification, retention and disposal of records with emphasis on the control aspect.

### **5005-250—Introduction to Word Processing (S)**

**3 hrs. cr.**

A course designed to introduce the student to the total concept of word processing as it relates to administrative services and machine technology in the modern business organization. Prerequisite: OA 102 Intermediate Typewriting.

### **0501-312—Principles of Business Education (Demand)**

**3 hrs. cr.**

A study of the basic principles and fundamentals of business education including curriculum, trends, equipment, materials, professional organizations, and vocational programs.

### **0838-336—Methods of Teaching Business (F,S)**

**2 hrs. cr.**

Special methods of instruction problems and difficulties peculiar to the teaching of each business subject; presentation of subject matter; content and arrangement of material, organization and administration. Prerequisite: Admission to the Teacher Education Program and completion of required business courses (see General Business). Two hours credit in Education.

## PARALEGAL STUDIES

### **Division of Arts and Sciences Department of Social Sciences**

Spradling

#### Description of Courses

### **1499-298—Topics in Paralegal Studies (On demand)**

**3 hrs. cr.**

Special paralegal studies topics of current interest to the student. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

### **1499-301—Introduction to Legal Assistance (F)**

**3 hrs. cr.**

An introduction to the legal system with particular emphasis on the role of the paralegal in the system; a study of the ethics of the profession; an analysis and discussion of "Why the law?"; how the law develops and works; the court system; the major supreme court decisions; due process of law; the Constitution and Bill of Rights as they apply in specific cases; and the skills of the paralegal as they fit into the structure of our legal system.

### **0506-301—Business Law (F,S)**

**3 hrs. cr.**

A study of the principles of law and its enforcement as applied to American Business. The course includes the study of contracts, agency and employment, negotiable instruments, personal property, bailments, and sales of goods. Special attention is placed on law terminology and cases and problems are used to illustrate the various aspects of business law.

### **0506-302—Business Law (F,S)**

**3 hrs. cr.**

Relates to partnerships, corporations, real property and leases, insurance security devices, bankruptcy, trusts and estates, and government regulations. Cases and problems are used extensively. Prerequisites: Junior standing or consent of the instructor. 301 should precede 302.



## **COURSES OF INSTRUCTION**

### **1499-302—Legal Research (F,Even, S,Even)**

**3 hrs. cr.**

An introduction to the type of research involved in case preparation; use of the law library and the various digests, encyclopedias, practice manuals, etc., contained therein.

### **1499-311—Property (S,Odd)**

**3 hrs. cr.**

The procedures and forms utilized in real estate transactions and conveyances and the procedures and forms governing ownership and transfer of personal property.

### **1499-312—Civil Litigation (S,Odd)**

**3 hrs. cr.**

The daily practice of the attorney including the choice of legal forms; filing of civil actions; motions before, during, and after trial; appellate practice; and the application of the law relating thereto.

### **1499-401—Wills, Trusts, and Probate (F,Odd)**

**3 hrs. cr.**

A study of the more common forms of wills and trusts, and a survey of the fundamental principles of law applicable to each; a study of the organization and jurisdiction of a Missouri Probate Court; a detailed analysis of the administration of estates in Missouri Probate; review of estate and inheritance taxes applicable to such estates.

### **2207-432—Constitutional Law (S,Odd)**

**3 hrs. cr.**

Development of the Government of the United States through judicial interpretation of the Constitution. Prerequisite: Political Science 120.

### **1499-491—Internship (S,Even)**

**3 hrs. cr.**

An applied internship of 135 hours done under the direct supervision of a practicing professional who is directly engaged in day-to-day application of the law (i.e., judges, attorneys, government officials), as approved by the department head and the school dean.

### **1499-498—Senior Seminar (S,Even)**

**3 hrs. cr.**

Review and comprehensive examination of entire program: Guest lecturers about employment opportunities by outstanding members of the legal profession; and provide dialogue between students' prospective employers.

## **PHILOSOPHY**

### **School of Arts and Sciences Department of English**

Harder

### **1509-201—Introduction to Philosophy (F)**

**3 hrs. cr.**

Comparative survey of major types of philosophy, and of representative problems in philosophy.

### **1509-212—Ethics (S)**

**3 hrs. cr.**

Exploration of the problem of value, personal moral attitudes and standards, comparative survey of major ethical systems, and evaluation of the chief ethical struggles in contemporary society.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

### **School of Education and Psychology**

**Beard, Chamberlin, Ellis, Frazier, Giesselmann, Landrith,  
Oldham, Salavantis, Turner, Walker, Williams, Willoughby**

Students who desire certification as a teacher of physical education may choose to become qualified at either the elementary level, the secondary level,



## HEALTH, PHYSICAL EDUCATION AND RECREATION

or a combination of both elementary and secondary levels. Students planning to major in this field should refer to page 99 of this catalog where the Teacher Education Program is described. Students planning to teach at both elementary and secondary levels should select the K-12 Plan. Those desiring to make physical education one of two teaching fields should prepare under either the K-8 plan or the 7-12 plan. The second teaching field must be selected from: art, biology, business education, chemistry, English, mathematics, physics, physical science, Spanish, or speech. The student will consult the specific department concerned for the requirements of the second teaching field.

### PHYSICAL EDUCATION

A major for the Bachelor of Science in Education degree with one teaching field (K-12 plan) consists of 52 semester hours. The required courses are: Bio 221, HPER 251, HPER 252, HPER 310, HPER 312, HPER 321, HPER 332, HPER 335, HPER 340, HPER 342, HPER 350, HPER 351 (Men), HPER 352 (Women), HPER 365, HPER 370, HPER 431, HPER 450, HPER 470, Educ 338, Psy 412. (A course in child psychology (Psy 300) or human development (Psy 110) is required for teachers of elementary school physical education.)

A major for the Bachelor of Science in Education degree with elementary physical education as one of two teaching fields (K-8 plan) consists of 35 semester hours. The required courses are: Bio 221, HPER 310, HPER 312, HPER 321, HPER 332, HPER 335, HPER 340, HPER 342, HPER 365, HPER 370, HPER 431, Educ 338, and Psy 412.

A major for the Bachelor of Science in Education degree with secondary physical education as one of two teaching fields (7-12 plan) consists of 37 semester hours. The required courses are: Bio 221, HPER 251, HPER 252, HPER 321 (Women), HPER 335, HPER 342, HPER 350, HPER 351 (Men), HPER 352 or 360 (Men), HPER 365, HPER 431, HPER 450, HPER 470, Educ 338, and Psy 412.

#### **0835-101—Introduction to Physical Activities (F,S)**

**2 hours cr.**

The course is a combination of physical activities and lectures; two individual or dual activities are offered to provide the student with the opportunity to develop a degree of skill sufficient to participate during leisure time and the lectures acquaint students with basic knowledge, understandings and values of physical activity as it relates to optimal healthful living. This course is necessary for the general education requirement in physical education.

#### **0835-150—Rules and Officiating of Team Sports (F,S)**

**3 hours cr.**

Knowledge and skills for officiating basketball, volleyball, softball, baseball, and football; officiating laboratory required in some areas. Open to all students.

#### **0837-160—Personal Health (F,S)**

**2 hrs. cr.**

Study of health problems of the individual, body mechanics, nutrition, drugs and drug abuse, sex hygiene, mental hygiene, and the cause and prevention of common diseases. Not recommended for elementary education majors.

#### **0835-251—Fundamentals of Physical Education Activities I (F)**

**4 hrs. cr.**

Study of the skills and understandings of selected activities: games, sports, and individual activities commonly found in the school program. Students are required to demonstrate minimum levels of proficiency in the various activities. A student may be required to enroll in an activity course in any area of weakness. The course is generally team taught by physical education faculty; meets for two periods daily. (Either HPER 251 or 252 may be replaced with 5 semester hours of different activity courses, with permission of department head) Enrollment restricted to P.E. majors. Prerequisite: 30 hours.



## COURSES OF INSTRUCTION

### **0835-252—Fundamentals of Physical Activities II (S) 4 hrs. cr.**

Study of the skills and understandings of selected activities: sports, gymnastics, tumbling, and rhythms commonly found in the school program. Students are required to demonstrate minimum levels of proficiency in the various activities. A student may be required to enroll in an activity course in any area of weakness. The course is generally team taught by physical education faculty; meets for two periods daily. Enrollment restricted to P.E. majors. Prerequisite: 30 hours.

### **0835-310—The Elementary School Physical Education Program (F) 3 hrs. cr.**

A course designed to familiarize the student with the procedures and techniques for planning the curriculum for elementary school physical education. (P.E. majors only.)

### **0835-311—Physical Education for the Elementary School (F,S) 2 hrs. cr.**

Study of the methods and materials needed in directing the activity programs of games, skills, rhythm, and stunts for the elementary school child. Designed for men and women who are candidates for the elementary level teaching certificates.

### **0835-312—Teaching Elementary School Physical Education(S) 3 hrs. cr.**

Analysis of basic movement patterns, basic skills, rhythmic and game activities with detailed explanations of presentation to the elementary school child. Prerequisites: HPER 310 (P.E. majors only.)

### **0835-321—Theory and Analysis of Selected Team Sports (F) 3 hrs. cr.**

A professional course designed for physical education teachers with emphasis on organizing and performing of selected team sports. Prerequisite: HPER 252.

### **0835-332—Rhythmic Form and Analysis (F) 2 hrs. cr.**

Analysis of dance forms showing how complex music and dance forms are evolved. Prerequisite: HPER 252.

### **35-335 + History and Philosophy of Physical Education (S) 2 hrs. cr.**

A study of the changing role of physical education as indicated by its historical past and as evidenced through the influence of the various philosophies. Prerequisite: HPER 252 or currently enrolled in 252.

### **0835-340—Motor Learning in Physical Education (F,S) 3 hrs. cr.**

Study of motor learning to provide the teacher with the background necessary for identification of physical, mental, social, and emotional development of children and their effect on behavior and movement. Recommended for teachers working with children with special problems. Prerequisite: HPER 310 or 311.

### **0835-342—Kinesiological Approach to Movement (S) 3 hrs. cr.**

A mechanical and Kinesiological approach to the movement of individuals in various activities. Prerequisite: Bio 221 or equivalent.

### **0835-350—Theory of Basketball (S) 2 hrs. cr.**

Organization and management of the secondary school basketball program. Systems of offense and defense in basketball. Study of rules, training schedule, discussion of problems arising during training and regular playing season. Prerequisite: HPER 252.

### **0835-351—Theory of Football (F) 2 hrs. cr.**

Attention to team play, systems of offense and defense, field strategy, discussion of rules, training and equipment. Prerequisite: HPER 252.

### **0835-352—Theory of Track and Field (S) 2 hrs. cr.**

Organization and administration of meets, coaching, physical conditioning and training for each event in track and field programs. Prerequisite: HPER 252.



## HEALTH, PHYSICAL EDUCATION AND RECREATION

### **0835-360—Theory of Baseball (S) 2 hrs. cr.**

Organization and management of a school baseball program to individual techniques, team play and problems in coaching of baseball. Prerequisite: HPER 252.

### **0835-365—Socio-Psychological Aspects of Athletics (F,S) 2 hrs. cr.**

Behavior exhibited in the learning of skills and physical performance related to sociological and psychological concepts connected with the demands of physical activities. Group and individual activities and conflicts in sport are analyzed; the effect of sport on society is also studied. Prerequisite: HPER 252.

### **0837-370—School Health Education (F,S) 3 hrs. cr.**

Study of the content, facilities, and equipment needed for teaching school health and safety. Should be taken by all elementary education majors in place of HPER 160. Separate sections with emphasis on Health and Nutrition Programs for children are taught for elementary majors. Prerequisite: 5 hours Biology.

### **0835-431—Physiology of Exercise (F,S) 2 hrs. cr.**

The course in this area is based upon the student already having prerequisite knowledge of human physiology. An emphasis is placed on human responses to varying levels of physiological conditioning and the environment within which the exercise is taken. Specifically, the course includes physiological principles to better understand human physiology under exercise stress. Prerequisite: Bio 221.

### **0835-450—Prevention and Care of Injuries (F,S) 3 hrs. cr.**

A course designed to provide knowledge to the student related to preventing, care, and rehabilitation of injuries. Laboratory experiences are included. Prerequisite: HPER 342.

### **0835-470—Administration of Physical Education (F,S) 2 hrs. cr.**

Organization and management of health and physical education in schools, scheduling, personnel, curriculum, finances, equipment and facilities. The intramural program is also studied. Prerequisite: 20 hours HPER

### **0835-498—Seminar in Health or Physical Education (demand) 1-3 hrs. cr.**

A thorough study of an advanced problem in health or physical education for selected students. Prerequisite: Senior standing, permission of department head.

### **0835-499—Independent Study 1-3 hrs. cr.**

Research of a problem or field study relating to physical education; material, content, credit and schedule to be arranged by the department head. Prerequisite: Senior standing, 3.0 grade point average in major, and permission of department head.

## DRIVER EDUCATION

To meet the Missouri teacher certification requirements as a driver education instructor, the following courses are required: HPER 220, HPER 230, HPER 361, HPER 362, Psy 110 or Psy 301. Elective courses must include 6-8 semester hours from the following: LE 100, Auto 150, Psy 221, Educ 370, and Soc 352. The minimum total semester hours required for certification is 21.

### **0836-220—First Aid (F,S) 2 hrs. cr.**

Designed to complete the standard course of the American Red Cross in First Aid.

### **0836-230—Safety (F) 2 hrs. cr.**

A course aimed at developing concepts which are basic to safety education and for preparing the student to assume responsibility for accident prevention in the school, home, and community.



## COURSES OF INSTRUCTION

### **0836-361—Introduction to Driver Education (F)**

**3 hrs. cr.**

The first of two courses designed to prepare teachers of driver education for secondary schools. The place of the motor vehicle in American life; traffic safety; instructional materials and recommended methods of presenting such materials in the classroom and in the car on the road. Prerequisites: Psy 301 or Psy 110. Student must have: (1) a valid driver's license and (2) a safe driving record.

### **0836-362—Advanced Driver and Traffic Safety (S)**

**3 hrs. cr.**

A continuation of 361 with special attention given to administration, organization, finance, adult education, research, and evaluation of the school driver education program. Traffic safety problems at the local, state and national levels are also considered. Laboratory required. Prerequisite: HPER 361.

## RECREATION

### **0837-390—Introduction to Recreation (S)**

**3 hrs. cr.**

A study of the recreation movement in America with a special insight into the development of community recreation departments and programs.

### **0837-391—Recreational Leadership (demand)**

**3 hrs. cr.**

A study of the qualities which make for effective leadership and a look at the role of the recreation leader. Prerequisite: HPER 390.

## HEALTH EDUCATION CERTIFICATION

To meet the certification requirements as a health education instructor (grades 7-12), the following courses are required: Soc 121, HPER 160, Bio 221, Psy221, HPER 370, Chem 100 or Bio 211, and DH 310.

## COACHING CERTIFICATE\*

The coaching certificate has been established to provide an opportunity for students other than physical education majors to become certified coaches in the State of Missouri. To earn the certificate the student should have a background in athletics and complete a total of 15 semester hours plus any prerequisite. The required courses are as follows: HPER 150, HPER 342, HPER 450. Select 6 hours from: HPER 350, HPER 351, HPER 352, HPER 360.

\*This certificate does not permit the individual to teach physical education.

## THE ACTIVITY PROGRAM IN PHYSICAL EDUCATION

The activity program in physical education has two basic objectives. It has the purpose of offering a program that will provide the student with the opportunity to develop a degree of skill sufficient to create interest and participation in this activity during leisure time in the adult years. A second important purpose is to provide the student with the necessary knowledge of philosophical, psychological, physiological, and sociological nature of physical activity to comprehend the necessity of continued physical health throughout his lifetime.

To insure exposure to the various recreational activities, the College has adopted the following requirements:

All men and women (except physical education majors) must enroll in HPER 101. Students are required to complete two additional hours; this may be done by choosing two activity courses or HPER 160. (Students are not to repeat HPER 101.)



## HEALTH, PHYSICAL EDUCATION AND RECREATION

### ACTIVITY COURSES

Course No.	Hours Cr.
0835-100 Individual Physical Education (Therapeutic) (F) .....	2
0835-161 Varsity Football (F) .....	1
0835-162 Varsity Basketball (F) .....	1
0835-163 Varsity Volleyball (F) .....	1
0835-171 Varsity Cross Country (F) .....	1
0835-172 Varsity Track and Field (S) .....	1
0835-180 Varsity Golf (S) .....	1
0835-182 Varsity Baseball (S) .....	1
0835-183 Varsity Softball (S) .....	1
0835-191 Varsity Soccer (F) .....	1
0835-192 Varsity Tennis (S) .....	1
0835-210 Golf and Badminton (F,S) .....	1
0835-222 Varsity Sports and Activities (F,S) .....	1
0835-231 Elementary Gymnastics and Tumbling (F, Odd) .....	1
0835-232 Intermediate Gymnastics (S, Even) .....	1
0835-241 Soccer, or Speedball and Basketball (F, Even) .....	1
0835-242 Volleyball and Tennis (S, Odd) .....	1
0835-250 Social Dance (S) .....	1
0835-261 Elementary Swimming (S, Odd) .....	1
0835-270 Advanced Swimming (Senior Life Saving) (S, Even) .....	1
0835-281 Elementary Modern Dance (F, Even) .....	1
0835-282 Intermediate Modern Dance (S, Odd) .....	1
0835-290 Recreational Activities (S, Even) .....	1
0835-292 Track, Weight Training (F,S) .....	1

## PHYSICS

### School of Arts and Sciences

Phillips, Sloan, Strobel

A major for the Bachelor of Science degree in Physics consists of 36 semester hours in physics plus 18 additional hours in mathematics. The required courses are: Phys. 250, Phys. 260, Phys. 301, Phys. 322, Phys. 341, Phys. 372, Phys. 381, Phys. 401, Phys. 452 or Phys. 480, Phys. 498, Math 150, Math 250, Math 260, and Math 322. The following courses are recommended but not required: Chem. 101, Chem. 102, Comp. 120, Comp. 230, Comp. 240, Math 351, Math 412, Math 431, and Phys. 480. Students who plan to seek an advance degree in engineering should plan a minimum of one year at a major university for a masters degree and two years for both the bachelor and master degrees in engineering. See suggested order of study in physics for engineering guidelines.

A major for the Bachelor of Science in Education degree with physics as a single teaching field (Plan B) consists of 25 semester hours of physics plus 15 additional hours in mathematics. The required courses are: Phys. 250, Phys. 260, Phys. 301, Phys. 322, Phys. 381, Phys. 498, Math 150, Math 250 and Math 260. Four upper division additional elective hours in physics are also required. The following courses are recommended but not required: Chem. 101, Chem. 102, Comp. 120, Phys. 372 and Geol. 110.

#### 1901-100—Fundamentals of Physical Science (F,S) 5 hrs. cr.

Basic concepts in the field of physics, chemistry, geology, and astronomy. Emphasis on such environmental topics as energy reserves, chemical and thermal pollution, transporta-



## COURSES OF INSTRUCTION

tion nets, fossil and nuclear power generation, and population. Lecture and demonstration periods. Prerequisite: Math 30 with a minimum grade of C or qualified for Math 110 on the MMPT.

### **1902-151—Elementary College Physics I (F)**

**5 hrs. cr**

Study of mechanics, properties of matter, heat, wave motion, sound, electrical circuits, and radioactivity. Four hours of lecture and one 2-hour laboratory per week. Prerequisites: Math 140 or Math 130 and permission of the instructor.

### **1902-152—Elementary College Physics II (S)**

**3 hrs. cr.**

Magnetism, optics, relativity, nuclear reactions and further study of mechanics including rotational dynamics. Two hours of lecture and one 2-hour laboratory per week. Prerequisite: Phys. 151.

### **1902-250—General Physics I (F,S)**

**5 hrs. cr.**

Includes the study of mechanics, properties of matter, wave motion and sound. The conservation laws of physics are emphasized. Four hours of lecture and one three-hour laboratory per week. Corequisite: Math 150.

### **1902-260—General Physics I (F,S)**

**5 hrs. cr.**

A study of electricity, magnetism, heat, and optics, with introductions to quantum properties of radiation and matter. Four hours of lecture and one three-hour laboratory per week. Prerequisite: Phys. 250. Corequisite: Math 250.

### **1901-298—Selected Topics in Physical Science (F,S)**

**1-3 hrs. cr.**

Study of special topics in physical science not normally offered in other courses. Prerequisite or corequisite: Math 130 or equivalent.

### **1911-300—Astronomy (demand)**

**3 hrs. cr.**

Solar system, gravitation, Kepler's laws, celestial coordinate systems, telescopes and optical systems, stellar evolution, pulsars, blackholes, nebulae, galactic structure, and cosmology. Two hours lecture and one two-hour lab a week. Prerequisites: Physics 100 or equivalent and one year of high school algebra.

### **1902-301—Modern Physics (F)**

**4 hrs. cr.**

Wave motion, special theory of relativity, wave-particle experiments, introductory quantum mechanics, and nuclear physics. Prerequisite: Physics 260. Corequisite: Math 260.

### **1902-312—Statics (S)**

**3 hrs. cr.**

The principles of mechanics as applied to problems of engineering in which the structures under consideration are in static equilibrium. Three lectures per week.

### **1902-322—Classical Mechanics (S, Odd)**

**3 hrs. cr.**

Kinematics and dynamics of particles and systems of particles including the harmonic oscillator, potential functions, conservative fields of force, central force motion, energy, gravitation, rigid bodies and an introduction to the mechanics of continuous media. Three hours of lecture per week. Prerequisite: Phys. 260. Corequisite: Math 322 or permission of instructor.

### **1902-341—Thermal Physics (S, Even)**

**4 hrs. cr.**

Temperature, transfer of heat, laws of thermodynamics, entropy, enthalpy, reversibility and irreversibility, thermal properties of materials, low temperature physics, change of phase, kinetic theory, statistical mechanics and use of thermo tables. Four hours of lecture per week. Prerequisites: Math 260 and Phys. 260.



## PHYSICS

### **1902-372—Electronic Circuits (S)**

**4 hrs. cr.**

Circuit analysis, resonance, transistor characteristics, power supplies, amplifiers, and oscillators. Two three-hour lectures and lab per week. Presently limited to 15 students by equipment considerations. Prerequisite: Phys. 260. Corequisite: Math 260.

### **1902-381—Intermediate Physics Laboratory (F, Even)**

**3 hrs. cr.**

Experiments in classical and modern physics, including wave phenomena, heat transfer, electrical measurements, optics, photo-electric effect and radioactivity. Two 3 hour laboratories perweek. Prerequisite: Phys. 301 or permission of instructor.

### **1902-401—Electricity and Magnetism (F, Odd)**

**4 hrs. cr.**

Includes study of electrostatic forces, electric fields, electric potential, properties of conductors and dielectrics, magnetic fields, magnetic properties of matter, induced electromotive force, Maxwell's equations and electromagnetic waves. Four hours of lecture per week. Prerequisites: Math 260 and Phys. 260.

### **1902-452—Quantum Mechanics (demand)**

**3 hrs. cr.**

Time independent Schroedinger equation, eigenfunctions, expectation values, differential operators, perturbation theory, multi-electron atoms and applications to solid state physics. Three hours of lecture per week. Prerequisite: Phys. 301 and Math322.

### **1902-480—Selected Topics in Physics and Engineering (demand) 3 hrs. cr.**

Students may select one or more of the following topics for further study: Solid State Physics, Optics, Nuclear Physics, Advanced Mechanics, Circuit Analysis, Fluid Mechanics and Heat Transfer, and Mechanics of Materials.

### **1902-498—Seminar (F,S)**

**1-3 hrs. cr.**

Topics of current interest elected by the student from the areas of physics and engineering. Secondary education majors will be required to present several lecture-demonstration programs illustrating the basic concepts in physics at the secondary level. Open to student having a minimum of 18 hours of physics and permission of the instructor.

### **1902-499—Independent Study (F,S)**

**1-3 hrs. cr. each time elected**

An independent study course structured by the adviser with approval of the department head. Prerequisite: Advanced standing with a grade point average of 3.0 in the major field. Registration in the course must be approved by adviser and the department head.

## POLITICAL SCIENCE

### **Division of Arts and Sciences Department of Social Sciences**

Minkler, St. Clair, Spradling, Youst

Students who plan to do graduate study after completing the baccalaureate degree and/or who plan to enter government or community service will want to take the Bachelor of Arts degree. A political science major for this degree consists of 30 semester hours in Political Science. The student will select these courses in consultation with his adviser.

A political science minor consists of 20 semester hours in Political Science. For the minor the student will also select these courses in consultation with his adviser.

A social science major for the Bachelor of Science in Education degree, with an emphasis in Political Science (Plan B) consists of 48 semester hour. The requirements are: HIST. 110, Hist. 120, Hist. 130, Hist. 140, 6 hours of upper division History courses, 3 hours of European and 3 hours of U.S. History, PSc 120.



## COURSES OF INSTRUCTION

For the remaining hours the student will take 6 hours of Geography, 3 hours of Sociology and 18 hours in upper division Political Science courses. See page 99 for teacher requirements.

**2207-120—Government: National, State, Local (F,S)** 3 hrs. cr.  
A study of the National, State and Local governments in the United States, including the state of Missouri.

**2207-298—Topics in Political Science (demand)** 3 hrs. cr.  
Special political science topics of current interest to the student. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

**2207-300—Introduction to Political Science Methods (On Demand)** 3 hrs. cr.  
A study of the discipline of Political Science which deals with the foundation, organization, development and principles of political science. Prerequisite: Political Science 120.

**2207-301—Political Parties and Elections (F, Even)** 3 hrs. cr.  
A study of the origins, structure, and functions of political parties; the dynamics of the two-party system and the role of third parties. It also analyzes the election process. Prerequisite: Political Science 120.

**2207-302—Public Opinion and Pressure Groups (S, Odd)** 3 hrs. cr.  
The study of the nature of pressure and interest groups and their role in the formulation of public opinion and governmental policy. Prerequisite: Political Science 120.

**2207-310—Law, Society, and Citizenship (On demand)** 2 hrs. cr.  
A study of the American legal system with special attention given to judicial interpretation of basic constitutional rights and liberties.

**2207-311—The American Presidency (F, Odd)** 3 hrs. cr.  
The politics of presidential selection, the powers of the President, the organization of the executive branch and its relations with other organs of government. Prerequisite: Political Science 120.

**2207-312—The Legislative Process (S, Even)** 3 hrs. cr.  
An introduction to the legislative process; problems of representation, organization of the legislature, participation, and proposals for improved organization. Emphasis is placed on legislatures at the national level. Prerequisite: Political Science 120.

**2207-320—State Government (F, Odd)** 3 hrs. cr.  
A study of the general structure, theories, operation, and problems of state government, with special emphasis on the government of Missouri. Prerequisite: Political Science 120.

**2207-321—International Real Relations (F, Even)** 3 hrs. cr.  
A study of the present-day relations and problems among the states of the world and the major factors which underline and influence these relations. Prerequisite: Political Science 120.

**2207-322—International Law (S, Odd)** 3 hrs. cr.  
A study of the rules and principles accepted by the members of the community of nations as defining their rights and duties and the procedure employed in protecting their rights and performing their duties. Prerequisite: 6 hrs. in political science, preferably including Political Science 321, or permission of instructor.



## PHYSICS

### **2207-331—Comparative Government (F, Odd)**

**3 hrs. cr.**

A study of the governments of selected European countries with special attention given to development of their political systems both in theory and practice. A comparison with American governmental institutions is emphasized. Prerequisite: Political Science 120 or 231.

### **2207-332—Non-European Comparative Government (S, Even)**

**3 hrs. cr.**

A study of the governments of selected non-European countries with special attention given to the development of their political systems both in theory and practice. Prerequisite: 6 hours in political science, preferably including Pol. Sci. 331, or permission of the instructor.

### **2207-342—Municipal Government (S, Even)**

**3 hrs. cr.**

A study of the structure, legal status, functions and organization of municipal governments in America. Prerequisite: 6 hours in Political Science.

### **2207-411—Political Theory (F, Odd)**

**3 hrs. cr.**

A survey of selected Western Political philosophies from early recorded history through the present time. Prerequisite: 6 hours in Political Science.

### **2207-412—Contemporary Political Thought (S, Even)**

**3 hrs. cr.**

An examination of political ideas during the twentieth century. Prerequisite: 6 hours in Political Science.

### **2207-421—Public Administration (On demand)**

**3 hrs. cr.**

A study of the nature, scope, and development of the American administrative system, the theory of organization, staff and auxiliary agencies, the chief executive, administrative relationships, and science in administration. Prerequisite: 6 hours in Political Science.

### **2207-431—Constitutional Law I (F, Even)**

**3 hrs. cr.**

A study of constitutional principles related especially to the area of civil rights and liberties. Attention will be given to a study of the structure and functions of the American court system and its relationship to the overall governmental process. Prerequisite: Political Science 120.

### **2207-432—Constitutional Law II (S, Odd)**

**3 hrs. cr.**

A study of constitutional principles related especially to the area of due process and equal protection of the law. Attention will be given to judicial behavior and the role of federal courts in the policy making process. Prerequisite: Political Science 120.

### **2207-450—English Constitutional History**

**3 hrs. cr.**

(See History 450)

### **2207-420—United States Constitutional History**

**3 hrs. cr.**

(See History 420)

### **2207-498—Seminar in Political Science (demand)**

**3 hrs. cr.**

A study of analytical reports, research and discussions, designed to give a broad knowledge of the discipline and methods of Political Science. Prerequisite: 9 hours upper division Political Science and senior standing.

### **2207-499—Independent Study (F,S)**

**1-3 hrs. cr.**

An independent study course structured by the adviser with the approval of the department head and division dean. Prerequisite: Advanced standing in the major field with a grade point average of three or better. Registration must be approved by the department head and school dean.



## PSYCHOLOGY

### School of Education and Psychology

Babbitt, Banks, Combs, Griffin, Junkins, Paige, Starkey, Volskay

The Department of Psychology offers three degrees: Bachelor of Arts (AB), Bachelor of Science (BS), and Bachelor of Science in Education with a major in Psychology-Special Education (BSE). See specifics below.

#### Bachelor of Arts Degree

The major for the Bachelor of Arts degree consists of 32 semester hours and must include: Psy. 110 or 100 and 300, 311, 312, 411, 442, 451, and 452. Further, 7 hours must be selected from the following: Psy. 298, 310, 341, 382, 422, 432, 498, and 499. A supporting area of 21 hours is also required and may be selected from the following: Art, Music, Economics/Finance, English/Literature, History, Journalism, Law Enforcement, Marketing/Management, Military Science, Political Science or Sociology. Other supporting areas may be selected, but must be approved by an adviser and the department.

#### Bachelor of Science Degree

The major for the Bachelor of Science degree consists of 32 semester hours and must include: Psy. 110 or 100 and 300, 311, 312, 411, 442, 451, and 452. Further, 7 hours must be selected from the following: Psy. 298, 310, 341, 382, 422, 432, 498, and 499. A supporting area of 21 semester hours is also required and may be selected from any one of: Biology, Chemistry, Computer Science, Mathematics, or Physics. Other supporting areas may be selected, but must be approved by an adviser and the department.

#### Bachelor of Science in Education with a Major in Psychology-Special Education

Students who plan to teach special education (K-12) and/or Psychology (Secondary) should pursue the BSE with a major in Psychology-Special Education. Satisfactory completion of the degree requirements entitles the graduate to Missouri State Department of Education teaching certificates in Psychology and three areas of Special Education (Educable Mentally Retarded, Learning Disabled, and Emotionally Disturbed).

All students must make application to admission to the Teacher Education Program as explained in the Education section of this catalog. In addition to the General Education Requirements for all baccalaureate degree candidates, specific requirements for the BSE in Psychology/Special Education fall into three areas (1) 25 hours of Psychology: Psy. 302, 310, 311, 312, 382, 442, 432 and 451; (2) 36 hours of professional education in Special Methods: Educ. 330, 331, 312, 324, 340, 403, 404, 405, 420, 421, 430 or Speech 492, Educ. 470 and 474; (3) 17 hours during the professional semester: Psy. 412, Educ. 370, 402, 407, 432 and 444.

#### 2001-100—General Psychology (F,S)

3 hrs. cr.

An introductory course, stressing the importance of the psychological mechanisms underlying all human behavior. This course satisfies the General Education Requirement; however, Education majors should substitute Psy. 110.

#### 2009-110—Psychology of Human Development (F,S)

5 hrs. cr.

An intensive study of the science of psychology; genetic, physiological, intellectual, social, and personality principles and concepts as they affect child and adolescent development and behavior. A ten-clock-hour observation is required. This course fulfills the General Education Requirement, but is primarily designed for Education and Psychology majors.



**2001-120—Freshman Orientation (F,S)**

**1 hr. cr.**

This course is designed to help the student become adjusted to the college environment. Beginning with personal adjustment and rules and regulations, the course broadens its scope to vocational orientation. It culminates with the advising and enrolling of the student in classes for the next semester. No credit toward psychology major.

**2001-221—Psychology of Personal Adjustment (F)**

**3 hrs. cr.**

A study of selected principles of adjustment in psychology, therapeutic approaches to improving adjustment, and research being conducted in the area. The goal is to enable the student to be more assertive and personally satisfied.

**2099-298—Special Topics in Psychology (demand)**

**1-3 hrs. cr.**

A study of special topics in Psychology not normally included in other courses. Prerequisites to be determined by the department.

**2009-300—Child Psychology (F,S)**

**3 hrs. cr.**

Behavior and growth patterns of children from conception to puberty are studied. Psychological findings are presented which are relevant to how children learn, solve problems, and function in home and school environments. Prerequisite: Psyc. 100.

**2009-301—Adolescent Psychology (F,S)**

**3 hrs. cr.**

A study of the development of the attitudes, interests, problems and adjustment of the adolescent. A foundation for the proper evaluation of adolescent behavior. Prerequisite: Psy. 100.

**0808-302—The Exceptional Child (F,S)**

**2 hrs. cr.**

A series of awareness experiences which deal with the added complexities an exceptional child presents to a regular classroom teacher. Includes characteristics of the exceptional child, resources in the community, and legislation which determines school policy. Prerequisite: Psy. 110 or Psy. 300 or Psy. 301.

**0822-310—Educational Psychology (F,S)**

**2 hrs. cr.**

Study of the psychological problems involved in education and the practical application of psychological principles of teaching. Special emphasis placed on measurement, the nature of learning, and the environmental influences of behavior. Prerequisite: Psy. 110; or Psy. 300 or Psy. 301.

**2007-311—Applied Statistics for the Behavioral and Natural Sciences (F,S)**

**3 hrs. cr.**

An introductory course which includes both descriptive and inferential techniques. Emphasis is placed on the analysis and interpretation of data. Prerequisite: Psy. 100 or Psy. 110 and Math 110, 130, or 131.

**2002-312—Experimental Psychology (F,S)**

**5 hrs. cr.**

This course introduces the student to the research process as a foundation for knowledge in the field of psychology. It is a laboratory course that stresses the acquisition of basic skills in conceiving and carrying out research, as well as analyzing results and writing reports in a professionally acceptable manner. Prerequisite: Psy. 311.

**2005-341—Social Psychology (F)**

**3 hrs. cr.**

Study of the social behavior of the individual, interests and tendencies that grow out of the community life in terms of inter-group and inter-personal relationships. Prerequisite: Psy. 311.

**2001-382—Introduction to Behavior Management (S)**

**3 hrs. cr.**

An introductory course in the techniques of modifying human behavior through principles developed by learning psychology. Emphasis is placed on the design and im-



## COURSES OF INSTRUCTION

plementation of the behavioral strategy in the laboratory as well as practical settings. Prerequisite: Psy. 110 or Psy. 100.

### **2002-411—Psychology of Sensation and Perception (S) 3 hrs. cr.**

The nature of perception is explored through an examination of the action of the various sensory systems, such as vision and audition. Prerequisite: Psy. 110 or 100. At least one course in biology is strongly recommended.

### **0825-412—Measurement and Evaluation in Education and Psychology (F,S) 2-3 hrs. cr.**

A study of test construction and item analysis. Practice in evaluating and selecting tests, in administering and scoring, and in the analysis and presentation of test results. Prerequisite: Psy. 310 or Psy. 311. (Offered in the professional semester for 2 hrs. only.)

### **2003-422—Theories of Personality (s) 3 hrs. cr.**

This course is to present an organized summary of the major contemporary theories of personality. Relevant validation research and over-all evaluation of the application of each theory will be considered. Prerequisite: Psy. 100 or Psy. 110, and consent of instructor.

### **2001-432—Abnormal Psychology (S) 3 hrs. cr.**

Emphasizes the recognition and classification of the systems of mental disorders, specifying causes and possible therapeutic techniques. Extensive use of the American Psychiatric Association's "Diagnostic and Statistical Manual" of Mental Disorders. Prerequisite: 7 hours of Psychology or permission of the instructor.

### **2010-442—Physiological Psychology (F) 3 hrs. cr.**

The study of brain function and brain-behavior relations with overviews of neuroanatomy, neurochemistry, nerve membrane potential, electrical and chemical aspects of synaptic transmission, sensory and motor aspects of brain function, and the interpretive aspects of brain function in relation to behavior. Prerequisite: Psy. 100 or Psy. 110. At least one course in Biology is strongly recommended.

### **0822-451—Psychology of Learning (F) 3 hrs. cr.**

Designed to acquaint the student with the major issues and current research findings in the area of learning and memory. General topics include transfer of training, attention, memory system approaches as well as other selected topics. Prerequisite: Psy. 312.

### **2001-452—History and Systems of Psychology (S) 3 hrs. cr.**

A study of the various systems of psychology based on historical antecedents and their effects on contemporary scientific psychology. Prerequisite: Psy. 311, or consent of instructor.

### **2006-471—Individual Testing (F) 3 hrs. cr.**

Practice in the administration and interpretation of individually administered intelligence tests, including the Stanford Binet and the three Wechsler tests. Prerequisite: Psy. 311 or Psy. 412.

### **2006-474—Educational-Psychological Testing (S) 3 hrs. cr.**

A comprehensive study of the various psycho-educational assessment techniques, including educational, intellectual, and psycho motor. Emphasis will be placed on translating assessment data to remedial programs.

### **2099-498—Seminar in Psychology (demand) 1-3 hrs. cr.**

The seminar meets regularly each week. Meeting time per week is equal to the number of credit hours determined by the department for a given semester. The course is designed to cover specialized knowledge and/or current research in the discipline. Topics vary by semester and situation. Prerequisite: Junior-senior standing and consent of the instructor.



## PSYCHOLOGY

### **2099-499—Independent Study (demand)**

**1-3 hrs. cr.**

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field. Registration in the course must be approved by adviser and department head.

## **RESERVE OFFICER TRAINING CORPS**

**(ROTC)**

**See Military Science**

## **SOCIOLOGY**

**Division of Arts and Sciences  
Department of Social Science**

Conboy, Gubera, Kellner, Tate

A Bachelor of Arts degree consists of 30 semester hours in sociology. The required courses are: Soc. 110, Soc. 210, Soc. 311, Soc. 321, Soc. 421, and Soc. 432. Within the 30 hours requirement at least 15 hours must be upper division courses. One course in general statistics or its equivalent is also required for completion of the A.B. program. An additional supporting area of 15 hours is required. A student selects this area in consultation with and by the approval of his/her adviser.

A Bachelor of Science degree consists of thirty-six hours in Sociology with the following courses composing the core curriculum: Soc. 110, Soc. 152, Soc. 311, Soc. 362, Soc. 421, Soc. 432. The remaining hours in sociology are elective with emphasis placed upon upper division courses. Outside the department requirements include two courses in Computer Science, Comp. 100 and Comp. 120; one Geography course; and either Math 310, Elementary Statistics or Psy 311, Applied Statistics for the Behavioral Sciences. It is strongly suggested that the B.S. student take either Math 130 or Math 131 as a general education requirement in order to comply with the Computer Science curriculum. A minor outside the discipline may be selected with this program if the student so desires. All requirements indicated by the department in which the minor is selected must be met. Also a student may option for the supporting area as indicated in the B.A. degree. When a minor or supporting area is selected by the student he/she must inform the department, particularly their major adviser.

Sociology may be used as a 21 hour minor or 15 hour supporting area with certain majors. The Bachelor of Arts student selecting sociology as a minor or supporting area should consider required courses suggested for A.B. sociology majors as a guideline. It is recommended that Bachelor of Science in Education majors taking sociology as a minor or supporting area select Soc. 110, Soc. 121 and Soc. 210 plus upper division electives to satisfy the total hour requirements.

A social science major for the Bachelor of Science in Education degree, with emphasis in Sociology (Plan B), consists of 50 semester hours. The requirements are: Hist. 110, Hist. 120, Hist. 130, Hist. 140, and three upper division semester hours in U.S. History and three upper division semester hours in European History and Pol Sci. 120, Geo. 211, plus 3 hours geography elective; Soc. 321 and electives in sociology, 18 hours. Nine hours of the Soc. electives must be upper division.



## COURSES OF INSTRUCTION

### **2208-110—Introduction to Sociology (F,S)**

**3 hrs. cr.**

An introduction to the systematic study of society. The emphasis is on the major concepts of sociology and the scientific point of view in dealing with social phenomena.

### **2208-121—Family (F)**

**3 hrs. cr.**

Development of family relationships throughout the life cycle. Attention is given to courtship and engagement as well as factors promoting satisfactory family relationships.

### **2208-152—Introduction to Anthropology (S)**

**3 hrs. cr.**

Attention is given to both physical and cultural anthropology. There are comparisons between "preliterate" and "literate" cultures.

### **2208-210—Social Problems (F,S)**

**3 hrs. cr.**

Study of "problem areas" and "social issues" in modern society. Considers personality adjustment, strains, family problems, forms of deviancy, and group conflict in a stimulated laboratory atmosphere. The latter part of the course explores "solutions" and social engineering programs. Prerequisite: Soc. 110.

### **2208-265—Introduction to Social Gerontology (F, Even)**

**3 hrs. cr.**

An introduction to the field of aging studies with particular emphasis on needs and areas of concern, methods for gathering information, aging theories, delivery of services and current research in the gerontological literature. Students will investigate the emergence of "aging" as a recent phenomenon related to man's society, modern technology, and family/community changes. Such areas as retirement, illness, and alternative life styles will be analyzed. Prerequisite: Sociology 110.

### **2208-291—Social Change (On demand)**

**3 hrs. cr.**

Study of the causes, processes, and consequences of social change. A look at the significant theories of social change and an emphasis on how major social institutions are effected by patterns of change and the possible consequences of institutional change for society in the future.

### **2208-298—Topics in Sociology (on demand)**

**3 hrs. cr.**

Special sociology topics of current interest to the student. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

### **2208-301—Sociology of Religion (F)**

**3 hrs. cr.**

Study of religion as a social institution. Comparative religions considered for behavioral content. Major attention is given to the relationship of religion to other social institutions in contemporary society. Prerequisite: 6 hours of sociology.

### **2208-311—Social Stratification (F)**

**3 hrs. cr.**

Analysis of the sociological processes in relation to social situations and interpersonal behavior. Study of factors which account for differences in influence, power and social prestige. Prerequisite: Soc. 110 or permission of the instructor.

### **2208-312—Juvenile Delinquency (S)**

**3 hrs. cr.**

Consideration is given to environment and social background for the study of juvenile delinquency. Emphasis is placed upon factors of causation as revealed through personal, family and community situations conditioning delinquent behavior; analysis of concrete cases of juvenile delinquency; and examinations of current methods of dealing with juvenile offenders and programs for the prevention of delinquency. Prerequisite: Soc. 110, Soc. 210.



**2208-321—Social Institutions (F)**

**3 hrs. cr.**

An analysis of the basic social institutions of human society; comparing and contrasting the structure and form among the various cultures, emphasizing interdependence and effect upon human behavior. Prerequisite: 6 hours of sociology.

**2208-331—Social Work I (F)**

**3 hrs. cr.**

A study of the historical and philosophical development of social work theory including an analysis of the rationale and techniques used in social casework. Prerequisite: Soc. 110, Soc. 210, and either Psy 100 or Psy. 110.

**2208-332—Social Work II (S)**

**3 hrs. cr.**

Examination of careers and agencies in the field of social work and practical experience in volunteer work with social work agencies. Prerequisites: Social Work I plus all prerequisites for it. (Soc. 331).

**2208-341—Social Psychology (F)**

**3 hrs. cr.**

(See Psy. 341.)

**2208-351—Criminology (F)**

**3 hrs. cr.**

Examines the social-cultural concepts of crime and the theories, agencies and institutions which deal with offenders. Particular attention is given to treatment of the offender, the causation of criminal and anti-social behavior, as well as to programs of crime prevention. Prerequisite: Soc. 110 and Soc. 210.

**2208-352—Group Dynamics (On demand)**

**3 hrs. cr.**

A study of the processes underlying group interaction and action emphasizing the importance of leadership and communication in social organization. Prerequisite: Soc. 110.

**2208-361—Social Demography (F)**

**3 hrs. cr.**

The changes in population are stressed through an analysis of birth rates, death rates, and migrations. Demographic and exological factors are stressed in relation to social stratification, ethnic and minority groups, and cultural settings. Prerequisite: 6 hours of sociology.

**2208-362—Social Deviance (S)**

**3 hrs. cr.**

Problems of social disorganization and deviant behavior in industrial societies. Deals with such topics as dilemmas of work and leisure, problems of conformity and dissent, the clash of popular myths and social realities, mental illness, alcoholic and narcotic addictions, sexual deviation, suicide, bohemianism, youth protests, alienation, anxiety, and anomie; the ambiguity of "normality."

**2208-382—Minority Groups and Race Relations (S)**

**3 hrs. cr.**

An examination of racial and cultural minorities in contemporary American society with special attention given to an analysis of prejudice and discrimination. Prerequisite: Soc. 110.

**2208-391—Penology and Corrections (F)**

**3 hrs. cr.**

A survey of the history, philosophy, and operation of penitentiary systems with special attention given to changes in adult and juvenile institutions. Probation, parole and various strategies for community treatments and therapies will be reviewed and evaluated. Prerequisite: Soc. 110, Soc. 210, Soc. 351.

**2208-402—The Community—Rural and Urban (S)**

**3 hrs. cr.**

Survey of the operation of social processes in groups which share common bonds of territory and cultural interests. Limited attention to the international community. Major attention to the American scene, including the regional, rural, urban, ethnic, and subculture communities. Prerequisite: 9 hrs. sociology.



## COURSES OF INSTRUCTION

### **2208-421—Sociological Theory (F)**

**3 hrs. cr.**

Classical and contemporary social philosophy related to the current theoretical and applied systems of sociology. A study of social thought from Comte to Parsons, utilizing interpretation and evaluation of these philosophies as they relate to the present social conditions. Prerequisite: 9 hours of sociology.

### **2208-432—Sociological Investigations (S)**

**3 hrs. cr.**

Group and individual research in the scientific and methodological applications of sociology through quantitative and qualitative techniques of obtaining social data. Critical evaluation of the designs and methods used in sociological research and fieldwork. Prerequisite: 12 hours of sociology.

### **2208-442—Collective Behavior (On demand)**

**3 hrs. cr.**

A study of the behavior of people in large groups; collective interstimulation and emotions, crowds, audiences, and publics; mass stimuli and mass response.

### **2208-498—Seminar in Sociology (demand)**

**3 hrs. cr.**

A seminar for upper division sociology majors. The topics covered and methods used will place emphasis on student-instructor interest, desire to pursue in-depth research, and ability to assimilate topics. It will include areas not already treated in other sociology courses. Permission of instructor required.

### **2208-499—Independent Study (On demand)**

**1-3 hrs. cr.**

An independent study structured by the adviser with the approval of the department head and division dean. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by the department head and school dean.

## **SPEECH**

### **School of Arts and Sciences Department of Communications**

Cornwell, Finton

A major in Speech for the Bachelor of Arts degree consists of 44 semester hours. Required courses for a major emphasis in Speech are Sp. 102, Sp. 131, Sp. 210, Sp. 212, Sp. 213, Sp. 300, Sp. 302, Sp. 311, Sp. 498, Forensics Workshop 8 hours, Th. 331, Th. 332, Th. 351.

A major emphasis in speech/theatre in the Bachelor of Science in Education curriculum, one of two teaching fields (Plan A), consists of 33 semester hours of speech and theatre. Either speech or theatre may be emphasized. Required courses for a major emphasis in Speech are Sp. 102, Sp. 210, Sp. 213, Sp. 302, Sp. 311, Sp. 498, Forensics Workshop 6 hours, Th. 331, Th. 332, Th. 351.

A major in speech and theatre as one teaching field (Plan B) includes 41 semester hours. Required courses with an emphasis in Speech are Sp. 102, Sp. 131, Sp. 210, Sp. 213, Sp. 300, Sp. 302, Sp. 311, Sp. 498, Forensics Workshop 8 hours, Th. 331, Th. 332, Th. 351.

Speech 100-Speech Techniques is a prerequisite for all speech courses except Speech 131 and Speech 302.

### **1506-100—Speech Techniques (F,S)**

**3 hrs. cr.**

A practical course designed to improve or to develop self-expression. Emphasis is placed on development of principles of effective oral communication.



**1506-102—Public Speaking (S, Odd)** **3 hrs. cr.**  
Practice in preparation and delivery of impromptu and extemporaneous speeches.  
Prerequisite: Sp. 100.

**1506-121, 122, 221, 222, 321, 322, 421, 422**  
**Forensics Workshop (F,S)** **(per sem.) 2 hr. cr.**  
A practicum in the area of forensics, including research, organization, and presentation of the current debate proposition along with the development and presentation of individual events.

**1506-131—Voice and Articulation (F,S)** **3 hrs. cr.**  
Techniques for improving the speaking voice. Attention to phonetics, articulation, pronunciation, and general expression.

**1506-210—Discussion Techniques (F)** **3 hrs. cr.**  
Studies in the field of group discussion designed to point out the different types of discussion through participation.

**1506-212—Oral Interpretation (S)** **3 hrs. cr.**  
Study and application of principles and techniques of oral reading. Includes analysis of different types of literature with emphasis upon platform presentation of prose and poetry.

**1506-213—Argumentation and Debate (F)** **3 hrs. cr.**  
A study of the modern forms of evidence, evaluation, and argument, and of methods of refutation and ethical relationships of these methods in a free society.

**1506-215—Interpersonal Communication (F)** **3 hrs. cr.**  
The study of person to person communication with the emphasis on dyadic and group communication. A lecture, reading and discussion course with class experiments designed to illustrate interpersonal communication problems.

**1506-300—Speech Analysis (S, Odd)** **3 hrs. cr.**  
The study and practice of organization, composition, delivery, and analysis of speeches for individual enrichment.

**1506-302—Business and Professional Speech (F,S)** **3 hrs. cr.**  
A practical course designed to meet the speaking needs of business and professional people.

**1506-311—History and Criticism of Modern Public Address (On demand)** **3 hrs. cr.**  
A critical study of speakers and speeches selected to present the characteristic ideas of leading social and political developments in national and international affairs since 1918. A lecture, reading, and discussion course.

**0803-344—Teaching Speech and Theatre in Secondary School (On demand)** **2 hrs. cr.**  
Techniques, methods, and course content used in teaching speech and theatre in the secondary school. To be taken the professional semester. Prerequisite: Admission to Teacher Education.

**1506-498—Seminar—Studies in Discussion (F, Even)** **3 hrs. cr.**  
Studies in group thinking and group reaction with a view to improving discussion and conference techniques in the classroom, business and professional situations.

**1506-499—Independent Study in Speech (F,S)** **1-3 hrs. cr.**  
An independent study course structured by the adviser with approval of the department head and school dean. Prerequisite: Advanced standing in the major field with a grade



## COURSES OF INSTRUCTION

point average of 3.0. Registration must be approved by adviser, department head and school dean.

### SPEECH CORRECTION

**0815-371—Introduction to Speech Science (On demand) 3 hrs. cr.**

A study of the anatomy, psychology, and physics of speech including the examination of key research on the scientific bases of speech, and the theories and controversial concepts for personal identity and for social control.

**0815-492—Principles and Techniques of Speech Correction (S) 3 hrs. cr.**

A study of the nature, causes, diagnosis and treatment of speech defects of children and adolescents, primarily for the classroom teachers. Recommended for all students preparing to teach in any field.

## FINE ARTS

### THEATRE

#### School of Arts and Sciences

Brietzke, Bowman, Claussen, Hunt

A major in Theatre for the Bachelor of Arts degree consists of 46 semester hours. Required courses for a major emphasis in theatre are: Theatre lab 4 hrs., Th. 142, Th. 231, 232, 233, Th. 241, Th. 331, 332, Th. 341, Th. 351, Th. 362, Th. 372, Th. 422 or Th. 431, Th. 441, Sp. 100 or 131 (Gen. Ed.), Art 100 or 130, Hist. 200, Art 301 or 302. Recommended electives: Sp. 212, Intro. to Bus., Econ., Accounting, Eng. 450 and 451.

A major emphasis in theatre/speech in the Bachelor of Science in Education curriculum, one of two teaching fields (Plan A), consists of 35 semester hours of theatre and speech. Required courses are: Theatre lab 4 hours, Th. 142, Th. 232, Th. 233, Th. 331, Th. 332, Th. 241 or Th. 341, Th. 351, Th. 372, Sp. 100 or Sp. 131 (Gen. Ed.), Sp. 101, Sp. 212, Sp. 210 or Sp. 498, Educ 342.

Recommended electives: Th. 231, Th. 320, Th. 362, Th. 441, Art 100, Business, History, Literature, Journalism.

A major in theatre/speech as one teaching field (Plan B) includes 42 semester hours. Required courses are: Theatre lab 4 hrs., Th. 142, Th. 231, 232, 233, Th. 241 or 341, Th. 331, Th. 332, Th. 351, Th. 362, Th. 372, Th. 441, Sp. 100 or Sp. 131 (Gen. Ed.), Sp. 212, Sp. 213, Sp. 210 or Sp. 215, Ed. 342.

Recommended electives: Th. 320, Th. 362, Th. 441, Art 100 or 130, Business, History, Literature, Journalism.

Required courses for area of concentration grades 1-8 Sp. 100 (Gen Ed), Th. 110 (Gen Ed), Sp. 212, Sp. 215, Th. 351, Th. 431, Sp. 492.

### THEATRE

**1007-Th. 101, 102, 201, 202, 301, 302, 401, 402**

**Theatre Performance (F,S)**

**1 hr. cr.**

The performance of a major role in a theatre production which has met departmental standards. A student may accumulate up to 5 hours of credit. Credit is applied after departmental evaluation and approval at the end of each semester.



## THEATRE

### **1007-110—Theatre Appreciation (F,S) 3 hrs. cr.**

Survey of contributions to dramatic production of all ages by playwrights, directors, designers. Appreciation of dramatic form and style. A humanities course for the non-drama major.

### **1007-121, 122, 221, 222, 321, 322—Theatre Laboratory (F,S) (Per Sem.) 2 hr. cr.**

A laboratory and, whenever possible, lecture course devoted to the mounting of major productions.

### **1007-142—Theatre Technology (S) 3 hrs. cr.**

An introduction to scenery construction techniques and terminology, technical drawing as applied to theatre design, stage lighting techniques, sound techniques, and stage rigging.

### **1007-201—Summer Theatre Production (demand) 6 hrs. cr.**

Includes active participation in the summer theatre presentations. Special instruction in voice and diction, movement, acting, and basic stagecraft.

### **1007-231—Theatre Practicum (F, Odd) Stage Speech and Dialects 1 hr. cr.**

A laboratory demonstration course designed to acquaint the student with the techniques and vocal exercise necessary for proper stage speech, free of regionalism. In addition, the course introduces the student to methods for creating effective stage dialects.

### **1007-232—Theatre Practicum (F, Odd) Costume Technology 1 hr. cr.**

A practical laboratory course providing the student with: basic skills in sewing, dyeing materials, pattern reading and cutting of material, and in selection of and care of material.

### **1007-233—Theatre Practicum (F, Odd) Stage Make-up 1 hr. cr.**

A demonstration and laboratory course in practical design and application of fundamental techniques of stage make-up. The course surveys types, categories of professional make-up, as well as sources and costs of materials.

### **1007-298—Explorations in Theatre (demand) 3 hrs. cr.**

Studies in a variety of theatre areas. Each offering of the course may be on a different topic. A student may repeat course but may take same topic only once.

### **1007-320—Stage Lighting Design (demand) 3 hrs. cr.**

Introduction to stage lighting design as approached from an artistic standpoint. Lighting Design as an art will be built upon the techniques and foundations set forth in Theatre Technology. Prerequisite: Th. 142.

### **1007-331, 332—History of the Theatre (F,S) (Per sem.) 3 hrs. cr.**

(331) History and study of the development of theatre and theatre arts; form, style, and structure of drama from the Greeks to the Elizabethan era;

(332) Jacobean to contemporary American theatre.

### **1502-342—Methods for Teaching of Speech and Theatre 2 hrs. cr.**

Techniques, methods, and course content used in teaching speech and theatre in the secondary school. To be taken the professional semester. Prerequisite: Admission to Teacher Education

### **1007-241—Acting I (F, Odd) 3 hrs. cr.**

A basic performance and theory course, analysis and creation of a role; stage movement and pantomime; basic stage techniques.



## COURSES OF INSTRUCTION

### **1007-341—Acting II (F, Even)**

**3 hrs. cr.**

A methods course in analysis, rehearsal, and performances of scenes from contemporary and classic plays. Emphasis on the actors relationship to the play and other actors.

### **1007-422—Acting III (S, Even)**

**3 hrs. cr.**

Lecture and laboratory study of physical manners, posture, movement, rhythm, gesture, and vocal qualities in relation to various periods of theatre presentation. Prerequisite: Th. 341, or consent of instructor.

### **1007-351—Play production (F)**

**3 hrs. cr.**

Techniques and problems of mounting a play. Includes a basic analysis of the construction of the drama, along with basic elements of costume, stagecraft, and make-up.

### **1007-362—Stage Costume and Design (S, Odd)**

**3 hrs. cr.**

Survey of clothing styles throughout the history of the western world with emphasis upon theory and practical application of design to stage costume.

### **1007-372—Directing for the Stage (S, Odd)**

**3 hrs. cr.**

Study of the skill and role of the director, script analysis, casting, production administration, and director-actor relationships. Each student enrolled will have a directing project or will assist the staff as student director for a major production.

### **1007-431—Creative Dramatics (F, Odd)**

**3 hrs. cr.**

A study of theatre for children with emphasis upon the awakening of the creative imagination through various types of literature.

### **1007-441—Stage Design (F, Even)**

**3 hrs. cr.**

Principles and history of scenic design, sketching, rendering, scene painting techniques. Study of set design related to various styles of drama. Stage lighting approached from the practical and aesthetic values. Prerequisite: Th. 142 or consent of instructor.

### **1007-498—Theatre Studies (On demand)**

**3 hrs. cr.**

Seminar in theatre for advanced students. Topic open. Approval of department head. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by adviser, department head, and school dean.

### **1007-499—Independent Study in Theatre (F,S)**

**1-3 hrs. cr.**

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by adviser, department head, and school dean.



## **Combined/Affiliated Degree Programs**

Missouri Southern State College has established several combined degree programs whereby the student completes a structured number of academic hours under the regulations established by College and combines with this the satisfactory completion of the professional/occupational curriculum from a school with which the College has an agreement. Some of the combined programs lead to a Bachelor's (four-year) degree, while others lead to an Associate (two-year) degree. A description of these programs follows:

### **BACCALAUREATE DEGREE PROGRAMS**

#### **(Basic Requirements for All Programs)**

1. Complete 94 semester hours at Missouri Southern State College. Transfer credit will be considered, but the last 30 of the 94 required semester hours must be earned at MSSC.
2. The 94 hours must include the completion of the general education requirement plus the specialized courses required by the program in which the student is enrolled.
3. Sixteen out of 94 semester hours must be upper division (300 and 400 level courses.)
4. All applicable "Requirements for Graduation" as stated in the Missouri Southern State College catalog must be met including the application for degree candidacy, the graduation fee, and the filing of credentials with the Placement Office.
5. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

#### **Engineering:**

A combined degree may be arranged with approved and accredited colleges of engineering when the two institutions agree on a student applicant for the program. The student must complete three semesters at the school of engineering at "C" average or above and be certified eligible to continue in the engineering school. The Vice President for Academic Affairs negotiates the agreements with other institutions.

#### **Medicine:**

The Missouri Southern State College student applying for a combined degree with an approved and accredited school of medicine must normally have a "B" or better grade average to be considered. The Vice President for Academic Affairs will work out a combined degree with the school of medicine if the candidate is accepted for admission into the medical school. The student must complete three semesters in the medical school with a grade average of "C" or above and be certified eligible to continue in the school of medicine.

#### **Law:**

A combined degree may be arranged with approved and accredited colleges of law when the two institutions agree on a student applicant for the program. The Missouri Southern State College student applying for a combined degree with an approved and accredited school of law must normally have a "B" or better grade average to be considered. The Vice President for Academic Affairs will work out a combined degree with the school of law if the candidate is ac-



## COURSES OF INSTRUCTION

cepted for admission into the law school. The student must complete three semesters in the law school with a grade of "C" or above and be certified eligible to continue in the school of law.

### MEDICAL TECHNOLOGY

#### School of Technology

The Bachelor of Science in Medical Technology is granted to students who complete the required program of study satisfactorily. These requirements include the basic requirements for all combined/affiliated Baccalaureate Degree programs as stipulated on page 165 of this catalog plus 32 hours of professional course credits. The completion of this degree is required before an individual is eligible to take the certifying examination.

Missouri Southern State College has affiliation agreements with the schools of Medical Technology at St. John's Medical Center, Joplin; St. John's Regional Health Center, Springfield, MO; Lester E. Cox Medical Center, Springfield, MO; and Research Medical Center, Kansas City, MO. If a student wishes to attend an accredited school of medical technology with which the College has no formal agreement, the Vice President for Academic Affairs can negotiate an agreement for the individual student. Students should be aware that enrollment in the professional schools is limited. Each of the professional schools has its own admission criteria and selects those students to be admitted to a class from the applicants for that class. In general, this selection is based on the academic record of the individual plus recommendations and indicated or demonstrated aptitude for the medical field. Students are responsible for filing their own application for admission with the professional schools. The student should file his application with the professional school during the early Fall of his junior year, or approximately ten (10) months prior to the date he expects to enter.

Students who are unsuccessful in gaining admission to a professional school can normally select and complete another science major with the advice of the appropriate department head.

A student may enroll in the professional courses either at the hospital-based school or through Missouri Southern State College, depending on the policies of the hospital-based school. Students enrolled at the hospital-based school are not considered members of the Missouri Southern State College student body, since the hospital-based school in such cases is considered as any other accredited institution of higher education. A student enrolling through Missouri Southern State College is considered a member of the College student body and is therefore eligible for benefits offered all students.

The weekly time requirements for the professional medical technology courses (400 level) listed are based on the minimum requirements for a course meeting for a normal academic term for a minimum of 16 weeks. Actual scheduling of classes may vary according to custom of the individual professional school to meet these minimum total hour requirements.

Course requirements, in addition to the general education requirements for the Bachelor of Science Degree, are Bio. 121, 231, 305, 306, 318 and 456; Chem. 101, 102, 162, 201, 300, and 421 or \*351; Phy. 151 and 152; Math 140; and all 400 level MT courses. \*St. John's, Springfield, MO, requirement.

### MEDICAL TECHNOLOGY

#### 1223-200—Introduction to Medical Technology (F,S)

1 hr. cr.

A practical experience designed to introduce prospective Medical Technology students to the following areas of a hospital laboratory; Hematology, Coagulation, Urinalysis, Blood Bank, Microbiology, Serology, Radioimmunoassay, and Chemistry.



## MEDICAL TECHNOLOGY

### 1223-401—Clinical Chemistry (F)

10 hrs. cr.

Analytical and theoretical aspects of the clinical biochemistry of body fluid constituents, utilizing both manual and instrumental techniques including automation and special procedures. 5 hours lecture and 20 hours clinic/laboratory per week.

### 1223-402—Clinical Microscopy (S)

1 hr. cr.

Principles and techniques of the physical, chemical and microscopic examination of urine and other excreta as related to disease processes. 1 hour lecture, clinic by arrangement.

### 1223-403—Hematology (F)

6 hrs. cr.

A study of the cellular elements of blood and bone marrow; theory of cell production, release and survival; morphological characteristics of normal and abnormal cells; quantitative and qualitative abnormalities. Principles and techniques involved in the study of hemostasis, blood coagulation and hemorrhagic disorders. 3 hours lecture, 12 hours clinic/laboratory per week.

### 1223-404—Serology - Immunology (S)

3 hrs. cr.

The science of immunity including antibody development, principles of antigen-antibody interactions, and techniques of serological testing for various disease states. 3 hours lecture, 12 hours clinic/laboratory per week.

### 1223-405—Clinical Microbiology (S)

7 hrs. cr.

Sterile technique, methods of handling and inoculating specimens containing pathogenic microorganisms, isolation and identification of pathogenic microorganisms, laboratory tests in chemotherapy, and diagnostic bacteriology, mycology, and parasitology. 4 hours lecture, 12 hours clinic/laboratory per week.

### 1223-406—Blood Bank - Immunohematology (S)

3 hrs. cr.

A study of the blood group systems and the immune response. Methods of cross-matching, antibody screening, and phenotyping. Administrative safeguards and legal aspects of blood banking. Proper clinical utilization of blood components. 1 hour lecture, 8 hours clinic/laboratory per week.

### 1223-407—Special Topics in Medical Technology (S)

2 hrs. cr.

Instruction will include lecture and/or clinical practice in the areas of In-service Education, Management and Supervision, Research and Development and Principles and Techniques of the Instructional Process. Lecture and laboratories to be arranged.

## ASSOCIATE OF SCIENCE PROGRAMS

### (Requirements Basic to All Associate of Science Combined Degrees)

1. The completion of 62 academic hours, the last 15 of which must be taken in residence at Missouri Southern State College.
2. The minimum cumulative and major field grade point average must be 2.0 or above.
3. The completion of the general education requirements as outlined in the catalog for the Associate of Science degree.
4. The student must satisfactorily complete the occupational/professional courses of the affiliated occupational or professional school as required in the agreement between the two institutions.
5. All applicable "Requirements for Graduation" as stated in the Missouri Southern State College catalog must be met including the application for degree candidacy, the graduation fee, and the filing of credentials with the Placement Office.



## **COURSES OF INSTRUCTION**

6. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

### **ENVIRONMENTAL HEALTH TECHNOLOGY**

#### **School of Technology**

G. Elick, Tillman

The Associate of Science degree in Environmental Health Technology is in affiliation with the Water and Wastewater Technical School at Neosho, Missouri. The combination of Missouri Southern requirements that are basic to all combined associate degrees, the specific courses required for the associate degree in Environmental Health Technology, plus the completion of a minimum of 48 weeks of approved study at the Water and Wastewater Technical School will qualify the student for the Associate of Science degree.

The specific courses required at Missouri Southern, in addition to the general education requirements, are Chem. 101, Chem. 102, Bio. 101 and 211 (or Bio. 312 for students completing courses at the Water and Wastewater Technical School prior to attending Missouri Southern State College).

Note that the student may complete the requirements at either school first. He is, however, a member of only one student body at a time.

### **RADIOLOGIC TECHNOLOGY**

#### **School of Technology**

Beals

The Associate of Science degree in Radiologic Technology is in affiliation with St. John's School of Radiologic Technology. It combines successfully completed studies at St. John's School, or at other accredited schools of Radiologic Technology with which an agreement is made, and the prescribed academic curriculum at Missouri Southern State College. Upon successful completion of the curriculum, the individual is eligible to take the National Registry examinations to become a registered Radiologic Technologist.

The Associate of Science in Radiologic Technology requires, in addition to the general education courses (see page 57), all Radiology courses, Bio. 221, Psy. 221, and Chem. 100. Applicants who have not met the prerequisites for Bio. 221 must complete them before being admitted to the program.

In addition to established fees for all college students, special fees of \$100 for the first semester and \$40 for each succeeding term, including summers, are required for enrollment in Radiology courses.

Students who are already registered radiologic technologists may also enter this program.

Credit equal to the credit given at the time radiologic technologists enter Missouri Southern for Radiological courses is granted the individual. A minimum of 30 additional academic semesterhours is required. This credit would include the general education requirements for the Associate of Science degree plus a concentration of courses in one of the subject-matter areas of business (Accounting and Secretarial Procedures or Business Management), behavioral sciences, or natural science (concentration in either Biology, Chemistry, or Physics).



## RADIOLOGIC TECHNOLOGY

Below are the courses taught at St. John's School of Radiologic Technology and which become a part of Missouri Southern State College's Associate of Science degree in Radiologic Technology.

### COURSE DESCRIPTIONS

#### **5207-101—Introduction to Radiology** **3 hrs. cr.**

An overview of the organization, function, supervision, and financing of a radiology department including the relationship with other hospital departments. The course includes a history of x-ray, ethical principles, and legal aspects of technology and elementary radiation protection. Five hours of lecture and five hours of lab per week.

#### **5207-111—Medical Terminology** **5 hrs. cr.**

Provides a background in the language of medicine, especially as related to radiology, through a comprehensive study of the more common medical roots, prefixes and suffixes. Every attempt is made to relate medical roots to everyday English words. A survey of medical and surgical diseases is included. Five hours of lecture per week.

#### **5207-121—Patient Care and Special Procedures in Radiologic Technology** **3 hrs. cr.**

Routine and special care of the patient. The medical team concept of patient care is stressed. Includes sterile techniques, preparation and use of contrast materials. Five hours of lectures and demonstrations per week.

#### **5207-132—Principles of Radiographic Exposure** **3 hrs. cr.**

The fundamental principles of technique and technique conversion with particular emphasis on the factors that directly and indirectly affect radiographic exposure. Emphasis on dark room chemistry and technique are also included in this course. Five hours of lecture and demonstrations per week.

#### **5207-142—Radiographic Positioning I** **3 hrs. cr.**

Basic radiographic positioning including both standard and specialized positions of the extremities and the spine. Film critique is included. Five hours of lecture and demonstrations and five hours of clinical lab per week.

#### **5207-152—Osteology** **3 hrs. cr.**

The structure and function of the human body with emphasis on organs, osteology, and topographic anatomy. Five hours of lecture and demonstrations per week.

#### **5207-160—Film Critique** **2 hrs. cr.**

Develops a student's ability to evaluate x-ray films as to technical quality and diagnostic interpretation. Five hours of lecture and demonstrations per week. Course meets for 14-week session.

#### **5207-170—Radiologic Physics I** **3 hrs. cr.**

The physics of radiology. The physical principles of x-ray production, radiographic exposure, film density and construction, fluorescent screens, etc. Basic equipment maintenance is included. Course meets for 14-week session. Five hours of lecture and demonstration and five hours of lab per week.

#### **5207-180—Practicum in Radiology I** **5 hrs. cr.**

Designed to develop the knowledge and skills necessary to produce x-ray films with speed and accuracy. Course meets for 14-week session. Twenty-five hours of lab per week.



## COURSES OF INSTRUCTION

### **5207-241—Radiographic Positioning II**

**3 hrs. cr.**

An in-depth study of routine and special views of the skull and facial bones. Film critique is included. Five hours of lecture and demonstrations and five hours of lab per week.

### **5207-271—Radiologic Physics II**

**3 hrs. cr.**

Physical principles of radiation therapy and isotopes. Includes theory, application and basic equipment maintenance. Five hours of lecture and five hours of lab per week.

### **5207-252—Radiographic Positioning III**

**3 hrs. cr.**

Procedures and techniques for examination of various organs, including vascular studies and all special procedures. Includes film critique. Five hours of lecture and demonstrations and five hours of lab per week.

### **5207-282—Practicum in Radiology II**

**3 hrs. cr.**

A continuation of Rad. 180. Ten hours of lab per week.

### **5207-290—Practicum in Radiology II**

**5 hrs. cr.**

Intensive clinical experience in regular working conditions under the close supervision of a radiologist and an experienced radiation therapy technologist. Course meets for a minimum of 14 weeks. Thirty-five hours of lab work.

### **5207-299—Advanced Radiology**

**3 hrs. cr.**

A comprehensive review of the field of Radiologic Technology including innovations, trends and anticipated advancements in the field. Course meets for a minimum of 14 weeks. Five hours of lecture per week.





# A Combined One-Course Program

## Aviation

### School of Technology

This course is offered in affiliation with the Mizzou Aviation Company of Joplin, Missouri.

#### COURSE DESCRIPTIONS

##### 5302-200—Basic Pilot Training

5 hrs. cr.

An integrated course designed to meet ground school and flight training requirements for eligibility to take Federal Aviation Administration examination for a Private Pilot Certificate. In addition to scheduled ground school classes, course requires approximately 40 hours of dual and solo flight and check flight. Credit awarded when FAA certificate is obtained. Special fees and third class medical certificate required. Special fees for this course include plane rental and examiner's test fee. Course grade is recorded as Pass or Fail.

#### PRE-PROFESSIONAL AND TECHNOLOGY CURRICULA

##### Pre-Professional (Associate of Arts Degree)

The Junior College transfer curricula are designed for students who desire later to work for a baccalaureate degree at Missouri Southern State College, or to transfer to other baccalaureate degree granting institutions. It should be clearly understood by the student that all such institutions have their own entrance requirements, and any student interested in such prospective transfer should consult the latest catalogues of those colleges. The curricula set forth in this section under various headings are ordinarily sufficient to satisfy requirements of other colleges and universities.

Students beginning their education at Missouri Southern State College with the intention of earning a baccalaureate degree should study the general education and major requirements for that degree.

The following programs for students planning to enter the fields of Agriculture, Dentistry, Engineering, Journalism, Medicine, Optometry, and Pharmacy lead to the Associate of Arts degree and are normally transferable to other institutions. Each takes two years and 62 or more semester hours to complete. Programs applicable to other fields may be planned in accord with the criteria stated on page 56. The curricula requirements are:

1. Agriculture.
  - a. General Education (see page 56).
  - b. Five semester hours each in chemistry, botany or zoology, and economics.
  - c. Three semester hours each in algebra, accounting, psychology (general), and sociology.
  - d. Ten hours of electives, selected according to transfer needs.
  - e. All courses must be approved by the adviser.
2. Dentistry.
  - a. General Education (see page 56).
  - b. Eight hours of chemistry, five of zoology, five of microbiology, and eight of physics.
  - c. Six hours of electives, selected according to transfer needs, check with the Biology Dept. concerning specific transfer needs.
3. Engineering.

The student entering pre-engineering must present four high school units in mathematics and one unit in a laboratory science.



## ONE-COURSE PROGRAM

- a. General Education (see page 56).
- b. Mathematics 150, 250, and 260. (15 hrs.)
- c. Chemistry 101 and 102 ( 8 hrs.)
- d. Drafting 110 and 120\* ( 6 hrs.)
- e. Physics 250 and 260 (10 hrs.)
- f. Electives ( 4 hrs.)

\*Drafting 120, Descriptive Geometry, is not required for chemical or electrical engineers.

### 4. Journalism.

The student planning to enter a journalism school must complete 60 credit hours in Arts and Science, including the following specific requirements:

- a. General Education (see page 56).
- b. One foreign language (13 hrs.)
- c. Economics ( 3 hrs.)
- d. U.S. Government ( 3 hrs.)
- e. English Literature ( 6 hrs.)
- f. Electives should be chosen from sociology, psychology, philosophy, mathematics, accounting, English and journalism.

### 5. Medicine.

- a. General Education (see page 56).
- b. One foreign language (15 hrs.)
- c. Chemistry, qualitative analysis (15 hrs.)
- d. Physics ( 8 hrs.)
- e. Check with the Biology Dept. concerning specific transfer needs.

### 6. Optometry.

- a. General Education (see page 56).
- b. English literature ( 3 hrs.)
- c. Calculus ( 5 hrs.)
- d. Zoology ( 5 hrs.)
- e. Chemistry ( 8 hrs.)
- f. Physics ( 8 hrs.)
- g. General psychology ( 3 hrs.)
- h. Electives, according to transfer needs ( 5 hrs.)
- i. Electives to fulfill transfer needs, check with the Biology Dept. concerning 3 hrs. specific transfer needs.

### 7. Pharmacy.

- a. General Education (see page 56).
- b. Algebra and trigonometry ( 5 hrs.)
- c. Zoology and botany (10 hrs.)
- d. General chemistry ( 8 hrs.)
- e. Physics ( 8 hrs.)
- f. Accounting ( 3 hrs.)
- g. Qualitative analysis and analytical chemistry ( 8 hrs.)

## TECHNOLOGY

### (Associate of Science Degree)

The courses of study leading to the Associate of Science degree in Automotive Technology, Computer Science, Dental Hygiene, Drafting and Design, Law Enforcement, Machine Technology, Nursing and Radiologic Technology are described in the "Curriculum" section of this catalog under their respective headings.



# THE DIVISION OF CONTINUING EDUCATION, CONFERENCES AND WORKSHOPS

The Division of Continuing Education, Conferences and Workshops is administered by a director. Courses may or may not be in the regular curriculum. They will be offered to meet the community and societal needs. School, business, industry, and civic leaders are requested to make known the educational needs of their areas. The college will strive to meet those needs.

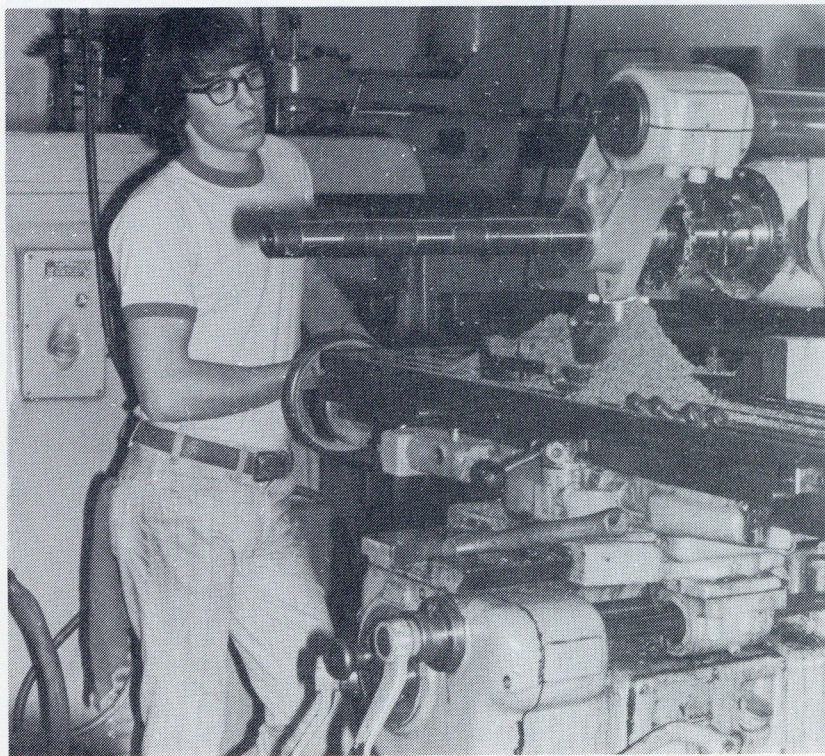
The division is supported by moderate student fees paid by all participants. The course fees are determined primarily by the length of the class.

Courses offered in the Division of Continuing Education may or may not count toward an associate or baccalaureate degree. Students wishing to apply continuing education semester hour credit toward a college degree must petition for the credit. Petitions are available in the Continuing Education Office. Courses listed in the regular catalog will carry the designated credit.

New courses are announced on a weekly basis. The announcements are carried by various news media.

All Continuing Education enrollment is conducted by the Office of the Division located in Room 105 of Hearnes Hall. A permanent record is kept in the Division Office for each student. Students will be provided copies of their records upon request.

Persons wishing additional information are urged to call, write, or visit the Office of the Division of Continuing Education, Conferences and Workshops.





THE DIVISION OF CONTINUING  
EDUCATION CONFERENCES  
AND WORKSHOPS





# department index

ACCOUNTING

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AUTOMOTIVE TECHNOLOGY

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MARKETING AND MANAGEMENT

MATHEMATICS

MUSIC

NURSING

OFFICE ADMINISTRATION

PARALEGAL STUDIES

PHILOSOPHY

PHYSICAL EDUCATION

PHYSICS

POLITICAL SCIENCE

PSYCHOLOGY

SOCIOLOGY

SPEECH

THEATRE